



## Scholarships Plus Program Coordinator

### PEF

The Public Education Foundation (PEF) partners with the community and the Clark County School District (CCSD) to meet immediate, critical education needs that will strengthen public schools.

PEF envisions a community united to ensure every public school student in Clark County can succeed and achieve their dreams.

PEF was created in 1991 by business and community leaders who were propelled by a belief that improving Las Vegas public schools was too big a task for a school district to undertake alone. For more than 30 years, PEF has maximized local resources to serve public school students, families, and educators most efficiently.

PEF is an independent 501(c)(3) nonprofit Nevada corporation and has a portfolio of programs and initiatives to support Las Vegas students, parents and educators including:

- **Scholarships Plus**, which this year will provide \$4 million in college scholarships to help students pursue their dreams of attending college or vocational school.
- **Teacher Superstore**, which provides school supplies to teachers to reduce their out-of-pocket expenses. These supplies are then passed along to students who often can't afford them.
- **Family Learning Program** which utilizes national best practices to empower families to support their child's learning more effectively at school and strengthen life skills that help disrupt generational poverty.
- **Teacher Pathway**, which recruits, supports, and retains local diverse, qualified individuals committed to a teaching career in CCSD. This "grow your own" teacher training program focuses on addressing Clark County's chronic teacher shortage.
- **Artists with Kids**, which inspires CCSD students to express their creativity and foster a lifelong engagement in the arts by creating experiences that connect them with community artists.

PEF is undergoing a transformation of its culture. Our organization is uniquely positioned to unite the community we serve on behalf of students at a time when there is a need for more stability and collaboration in the system. We hope to lead this work by example. A new leadership team is rapidly developing an open and engaging work environment that enables every team member the opportunity to work to their full potential. We have a small and collaborative team in which each member has the opportunity to significantly impact their work on behalf of children.

For more information on the Public Education Foundation, please visit our [website](#).

## **The Position**

The Public Education Foundation (PEF) is seeking an energetic, self-motivated applicant for the position of Scholarships Plus Program Coordinator. A person successful in this role will enjoy spending the majority of their time inputting and analyzing data, managing student and donor records, and compiling statistical information. This position assumes responsibility for management of the web-based application platform, cultivating donor relationships, managing the student scholarship application and award processes, and facilitating presentations and workshops.

The candidate must be highly organized with an attention to detail that demonstrates the ability to implement systems and follow-up processes, work effectively under pressure, use independent judgment and produce a quality work product within tight time constraints.

This position is directly responsible to the Vice President of Academic Initiatives.

## **Essential Duties and Responsibilities**

The list of Essential Duties is not exhaustive and may be supplemented.

1. Implements, coordinates, and maintains the scholarship program, including preparation of new scholarship opportunities, maintenance and monitoring of existing scholarship opportunities and maintaining regular contact with donors and students.
2. Manages and maintains student and donor records in Award Management System.
3. Updates records as students progress through the scholarship application and payment cycles.
4. Manages student data in Award Management System and utilizes conditional mail merge to fulfill mailings to students.
5. Executes all queries and reporting for review and analysis of student data and other requested scholarship program statistical information.
6. Tracks communications with scholars, applicants, and donors.
7. Contributes to the Scholarships Plus Operational Handbook by detailing all job-related standard operating procedures.
8. Updates and maintains PEF's web-based scholarship application program including managing the appropriate, timely opening, closing and archiving of application periods.
9. Recruits committee members, coordinates their efforts and oversees the application review process.
10. Acts as a liaison between PEF, students and the community to provide information and resources regarding scholarship opportunities and programs.
11. Maintains ongoing relationships by initiating and responding to individual donors, businesses and community members when renewing or securing new scholarship donations.
12. Reviews existing scholarship policies and procedures and makes recommendations for implementation strategies to bring uniformity to the overall scholarship program.
13. Ensures scholarships are available and fully disbursed in accordance with donors' intent.
14. Works collaboratively with the Accounting Department when establishing and monitoring scholarship fund accounts.
15. Tracks and compiles statistical information regarding the impact of the program.
16. Plans and facilitates presentations and workshops to students and community members.
17. Assists in the coordination of other special events of PEF, such as the annual gala and other events as planned.

## **Position Expectations**

1. Ability to organize and complete assigned tasks efficiently with attention to details.
2. Ability to create and maintain accurate records.
3. Ability to prioritize and manage multiple projects or change priorities quickly.
4. Ability to develop and maintain effective working relationships.
5. Ability to effectively communicate verbally and in writing.
6. Ability to provide effective and responsive service to donors, schools, students and contacts.
7. Ability to identify and resolve problems or issues with students, staff and donors.
8. Proficiency in Microsoft Excel and Microsoft Access.
9. Willingness to work flexible hours, as necessary.

## **Minimum Qualifications**

### Education and Training

1. An earned bachelor's degree from an accredited college or university in a relevant field or three (3) years of relevant experience.

### Experience:

1. Minimum two (2) years of experience in managing a database (i.e. Excel).

### Preferred Qualifications:

1. Bilingual and Bi-literate in English and Spanish highly preferred

## **Application**

Persons interested in the position and who meet the minimum qualifications should send the following via email to Ashlee Redden at [ashlee.redden@thepef.org](mailto:ashlee.redden@thepef.org):

1. Letter of interest
2. Resume
3. A list of three professional references with one being a supervisor from within the last three years.

The position is open until filled.

Please direct all inquiries to Human Resources at Public Education Foundation 702-799-1042.

### **An Affirmative Action/Equal Opportunity Employer**

**This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin.**