



Professional Development Coordinator

Center for the Collaborative Classroom (CCC) is a nonprofit educational organization dedicated to providing continuous professional learning for teachers and curricula that support the academic, ethical, and social development of children.

CCC conducts a number of small and large-scale meetings and professional learning institutes nationally. The Professional Development Coordinator will support Professional Development (PD) operations, handling database logistics, event staffing, communications, client contracts, and systems updates.

This individual must be self-motivated and dependable and be able to effectively communicate with contract trainers, and school and district representatives. The coordinator must effectively organize and prioritize to reach deadlines with a flexible, and professional attitude. Experience in a service environment is preferred. The Coordinator will report to the Marketing Systems Manager.

Essential Duties and Responsibilities:

- Provide support for PD services to ensure effective/efficient handling of daily business
- Coordinate and communicate all staff development services requests with and between the Director of Professional Learning and contract staff developers
- Maintain and monitor the staff development database including all staff developer information, service requests, plans, activities, costs and client information
- Maintain project calendars of trainings and meetings schedules
- Schedule and coordinate logistics for workshops and meetings
- Respond to questions relating to staff development workshops in timely manner
- Monitor client contracts to ensure all obligations are fulfilled
- Process staff developer expenses and timesheets
- Provide accounting with all necessary billing information
- Order supplies, materials, resources, and ensure appropriate decor and signage
- Ability to effectively organize and prioritize to reach deadlines
- Interact with sales representatives on professional development issues
- Support employment process for new staff developers
- Other duties as needed

Skills and Education/Job Knowledge required:

- Bachelor degree preferred
- Proficiency with Microsoft Office, Adobe Acrobat, & client management databases preferred
- Interact professionally & effectively with internal/external customers in person & by phone
- Strong oral and written communication skills with accurate spelling and grammar
- Ability to manage high volume and last minute requests
- Ability to work accurately and quickly with consistent attention to detail
- Ability to prioritize tasks and get information as needed to solve problems
- Ability to anticipate needs and initiate action to fill them
- At least two years experience doing similar work

COMPENSATION: 50k; medical/dental/vision benefits; 403b, etc.

To apply: Please send resumes to hr@collaborativeclassroom.org with subject line PDC. Please visit us at: <https://www.collaborativeclassroom.org/>. We are an EEO employer.