



Professional Learning Coordinator

Center for the Collaborative Classroom 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.

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

This individual must be self-motivated, dependable, and able to effectively communicate with contract consultants 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:

- Ensure that all professional learning events are fully scheduled, staffed, and communicated to internal and external teams
- Process professional learning services requests in a timely, thorough manner, promptly responding to workshop-related questions and concerns
- Accurately maintain the professional learning database with consultant information, client and contract details, event requests, professional learning plans and calendars
- Provide billing support, including handling of purchase orders, invoicing of workshops and institute registrations, and monitoring client contracts to ensure all obligations are fulfilled
- Process consultant expenses and timesheets while tracking staff development costs
- Support the onboarding of new consultants and assist with RFP submissions as needed
- Participate in the refinement of current professional learning processes and systems to improve efficiencies
- Other duties and tasks as assigned

Skills and Education/Job Knowledge required:

- Bachelor's degree - preferred
- Proficiency with Microsoft Office/Excel, Adobe Acrobat, and experience with client management databases preferred
- Strong organizational skills with the ability to prioritize and meet deadlines
- Flexible attitude and proactive approach to making decisions, resolving issues, and coordinating between team members
- Excellent attention to detail and accuracy while managing high-volume and last-minute requests
- Ability to communicate effectively over email with good spelling and grammar

COMPENSATION: Depending on experience; medical/dental/vision benefits; 403b, etc.
Please visit us at: <https://www.collaborativeclassroom.org/>. We are an EEO employer.

Send resumes with subject line "**Professional Learning Coordinator**" to hr@collaborativeclassroom.org.
<https://www.collaborativeclassroom.org>.