



Job Posting | January 1, 2015

Anticipated Position Contingent on Funding

**Maine College Access Network (MaineCAN)
College Access Project Coordinator**

Syntiro is currently seeking a College Access Project Coordinator who will provide both operational and programmatic direction for the MaineCAN. The mission of MaineCAN is to improve access to and success in, education beyond high school for underrepresented youth and adults from economically disadvantaged homes, and those who are the first generation in their families to attend college. The goal of MaineCAN is to provide equitable access to, and success in, postsecondary education for all Maine Citizens. This position is supported through a unique partnership between the Finance Authority of Maine and GEAR UP Maine.

Syntiro, located in Readfield, Maine, is a multifaceted nonprofit that is home to a number of initiatives in education and workforce development.

This position requires strong leadership skills that will support the development of common goals related to college access and success among key stakeholders in Maine. The ideal candidate will have the ability to develop and maintain strong connections with organizations and individuals interested in supporting youth and adults who have barriers that are preventing them from accessing education beyond high school.

Strong skills in database management, meeting/event planning and coordination, and the ability to work collaboratively across multiple teams are essential. Experience with design, marketing and branding is preferred.

Qualification Requirements:

- Bachelor's degree (master's preferred).
- Three to five years of experience in college access and success.
- Demonstrated effectiveness in interpersonal relations as well as excellent oral and written communication skills.
- Strong project management, problem solving and organizational skills.
- Motivated, self-starter with the ability to work independently and collaboratively.
- Proficiency with word processing, database and presentation software, the Internet and social media.
- Valid driver's license and reliable transportation, periodic weekend/weeknight work and statewide and national travel.
- Grant writing experience preferred.
- Data collection, management and analysis experience preferred.

This is a full-time grant funded position with competitive salary and benefits.

Candidates: Send letter of interest, resume and three names and contacts or letters of reference to office@syntiro.org.

Position will remain open until filled. Applications will be reviewed as they are received. Position will start as soon as a qualified candidate is found.



Debbie Gilmer, Executive Director
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