



COUNCIL *for* OPPORTUNITY *in* EDUCATION

**Program Coordinator, Program and Professional Development.** The Council for Opportunity in Education (COE), a nonprofit organization with the mission to improve access and success to higher education for low-income and first-generation students, has an immediate need for a **Program Coordinator for the Program and Professional Development Division.** The Program Coordinator will assist the Vice President for Program and Professional Development and serve as a liaison to the TRIO community and other external constituencies concerning the professional development efforts of the Council. This position will involve the planning, coordination, and implementation of Council conferences and professional development seminars, including the Policy Seminar, Relations with the Department of Education Seminar, Proposal Writing Workshops, the Annual Conference, Professional Development Webinars, Online Classes, Technical Assistance Training, and other grants/training developed by the Division. This position may require the Coordinator to draft correspondence, reports, and other materials for internal and external audiences, including presentations at state and regional meetings of TRIO alumni and personnel. Other duties may be assigned by the Vice President for Program and Professional Development. **This position requires a Bachelor's degree and 3 years' experience in the TRIO community.** This position will require the Coordinator to travel approximately 25% of the time and will involve late nights and weekends as necessary. Salary range commensurate with experience. Closing date: March 15, 2019.

*The Council considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, disability, marital, political or veteran status, sexual orientation or any other legally protected status.*

Please send cover letter, resume, and list of references via e-mail to [Alvin.Phillips@coenet.org](mailto:Alvin.Phillips@coenet.org) with the subject line: "Program Coordinator, Program and Professional Development Position." Mail inquiries may be sent to: Council for Opportunity in Education, 1025 Vermont Avenue, N.W., Suite 900, Washington, D.C., 20005, and Attn: Human Resources, or faxed to 202.347.0786. For more information, go to <http://www.coenet.org>. Absolutely no phone calls.