



Maryland Alliance of Public Charter Schools' Position Vacancy Announcement

Coordinator, Technical Assistance

Organizational Overview: The mission of the Maryland Alliance of Public Charter Schools (MAPCS) is to empower the public charter school sector to thrive and advance the larger goal of ensuring all Maryland children and families have equitable access to a high-quality, innovative public education. MAPCS has a dynamic membership model with over 97% operator participation and works to engage a variety of stakeholders to strengthen, expand, and educate on the charter sector. MAPCS is the only high-quality, public charter school advocacy entity in the state of Maryland and was started in 2001 by volunteer operators and parents. Their office is in Baltimore, Maryland and currently has three full-time staff members and two full-time vacancies. On September 27, 2023, MAPCS gained the 2023 Charter Schools Program (CSP) grant to increase the number of high-quality charter schools in Maryland. As part of this grant, MAPCS will be seeking staffing, and bidding out several services and products.

Position Overview: MAPCS is seeking a full-time Coordinator, Technical Assistance (TA). This is a one-year (with the potential for renewal), full-time position with the occasional evening and weekend. The coordinator reports to the Executive Director (MAPCS work) and Director of Operations (CSP work). As the only charter support organization (CSO) in the state of Maryland, charter school operators are our primary clientele, and we need to meet the demand for increased support around their needs, experiences, opportunities, and outcomes. This individual will split their time 50/50 supporting the CSP TA and MAPCS TA.

Minimum Requirement for Position: The role is dynamic and flexible, so the person to fill this position should reflect those qualities. The ideal candidate for this position would be an individual who is *meticulous, organized, motivated initiative-taker, some experience in education, public policy, organizing, advocacy, communications, or a related field. There is a preference for at least a bachelor's degree and have a basic understanding of charter schools and the public education system in Maryland.* They must have *strong oral and written communications skills*, as they will need to produce pieces for public consumption and interface with stakeholders on behalf of MAPCS/CSP. *A passion for public school education options, education reform, social justice, high-quality educational access for all students, and innovative practices in education* are also preferred qualities. As we are a small non-profit, this person must *be able to work independently, be flexible, manage priorities of multiple entities, pitch-in on programming and other initiatives with fast approaching and changing deadlines, and understand all the roles and responsibilities of the staff and organization.* It would be ideal if the candidate also *has experience in social media, administrative assistance, marketing, data management, advocacy, organizing, and event planning.* This role would require you to attend in-person events held in Baltimore City and Prince George's County, visit schools across the state, and in-office workdays (more towards beginning of employment). A valid MD driver's license and means of transportation required.

Example of Duties

The Coordinator, TA will work within MAPCS to do the following duties, but not limited to:

- Solicit parent and community input for those seeking high-quality school options.
- Support implementation of MAPCS CSP by coordinating parent outreach efforts, creating content for Parent Academies and technical assistance modules, and building parent steering committees at grant-funded campuses
- Build multiple parent teams that drive local issue work and develop charter school parents into a powerful voice in their schools, neighborhoods, cities, and statewide.
- Refer subgrantees for quality improvement TA for issues relating to the parent and community engagement quality of their schools.
- Provide technical assistance for parent engagement activities.
- Lead and/or support the work to create surveys for parents and subgrantees.
- Lead and/or support the work to create the teacher-pipeline.
- Arrange parent focus groups and compile feedback into usable data.
- Support technical assistance activities provided to schools.
- Provide design and planning support as needed.

- Support coordination or take the lead on activities such as school visits, advocacy days, and other planning.
- Develop proficiency in education reform issues, learning best practices in school development, education policy, and the elements of excellent public schools.
- Complete daily administrative and reporting activities, including timely submission of timesheets, significant daily data entry of field activities, manager reports, and credit card forms.
- Support CSP webpage management and development of newsletters.
- Maintain accurate records and documentation.
- Schedule and coordinate meetings, appointments, and events.
- Provide support to team members and ensure efficient communication within the department.
- Analyze data and spot trends (membership surveys, academic performance, renewal scoring, etc.).
- Assist in the preparation of reports, presentations, and other documents as needed.

Compensation:

MAPCS offers an annual salary range of \$40,000.00 and a one-time performance-based bonus of up to 10% of salary at the end of one year. Benefits include 403(b) 3% salary match accessed after one year of employment, \$50/month phone reimbursement, optional FSA, and \$6000 for healthcare with MAPCS or \$3000 for healthcare outside of MAPCS (proof of coverage required). Work related travel reimbursement is available upon approval. Requested start date is March 18, 2024, with all federal holidays observed and six weeks of PTO. MAPCS offers a flexible working environment with a typical 9am-5pm, 40 hours a week schedule. Applications accepted on a rolling basis until filled.

To apply:

Submit a resume and cover letter to info@mdcharters.org (subject line: Coordinator, Technical Assistance, MAPCS). Please answer the following questions in cover letter and attach requested documentation:

- What is it about MAPCS that resonates with your experience and/or interests?
- What makes you an exceptional candidate for this position?
- Where did you learn about this opportunity?
- What are your salary expectations?
- List of three references (We will only contact them after notifying you)
- Policy/professional writing sample

Notice of Non-Discrimination:

The Maryland Alliance of Public Charter Schools, Inc. does not discriminate in its employment, programs, and activities, based on race, ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy/parenting status, disability, veteran status, genetic information, age, or other legally or constitutionally protected attributes or affiliations.