**Audubon Center of the North Woods**

**Charter School Division**

**Position Announcement**

**Job title:** Data and Communications Coordinator

**Reports to:** Director of Charter School Authorizing

**Classification**: Regular full-time exempt

**ACNW Description**

ACNW ([www.audubon-center.org](http://www.audubon-center.org)) is the largest authorizer of charter schools in Minnesota. The organization’s charter school vision is to authorize a portfolio of high performing charter schools that instill a connection and commitment to the environment in their school communities, while working towards a healthy planet where all people live in balance with the Earth. Through its Charter School Division (CSD) ([www.auduboncharterschools.org](http://www.auduboncharterschools.org)), located in Minneapolis, ACNW authorizes a diverse portfolio of 36 charter schools throughout Minnesota serving approximately 9,000 students.

**Position Purpose**

The primary role of the Data and Communications Coordinator is to support the CSD team in implementing our Minnesota Department of Education Approved Authorizing Plan (AAP) with fidelity and consistency in order to strengthen the quality of ACNW's portfolio of charter schools.

## Primary Duties and Responsibilities

* Gather, organize, and format charter school performance data to facilitate effective charter school performance evaluations.
	+ Gather and organize state level academic data for each school.
	+ Gather and organize financial data from MN funding reports and school audits.
	+ Review and gather relevant data from school websites, board policies, and key documents related to school wide operations.
* Review and edit documents prior to submission to schools, MDE, etc. or publication to website.
* Synthesize portfolio wide performance data for internal documents, school performance evaluations, and key publications, such as the ACNW annual report.
* Manage systems for gathering documents and monitoring compliance (i.e. Epicenter).

**Additional Duties and Responsibilities**

* Coordinate internal and external communication between CSD and charter schools (e.g., updates, newsletters, e-mails, phone calls, etc.).
* Develop, organize, and manage logistics and administrative tasks for CSD events, activities, and communications.
* Organize and manage CSD databases and files.
* Schedule and maintain CSD staff, school visit, office, and other calendars.
* Develop weekly meeting agendas.
* Develop and monitor key CSD process and project timelines.
* Provide initial point of contact for CSD in a professional manner (visitors and phone).
* Manage office procedures and systems, including supplies, equipment, and mail.
* Update the CSD website.
* Assist the Director of Charter School Authorizing on other projects as requested.

## Minimum Qualifications

* High school diploma, plus three years of combined administrative experience and education.
* Excellent written communication skills.
* Strong organizational and analytical skills and attention to detail.
* Demonstrated connection and commitment to the environment.

## Preferred Qualifications

* Excellent computer skills, including experience managing databases and document sharing platforms, and demonstrated proficiency in word processing, spreadsheet design and use, desktop publishing, mail merge, and Adobe PDF.
* Ability to work effectively with individuals from diverse communities and cultures.
* Bachelor’s degree in related field.
* Experience working in or with public schools in Minnesota or elsewhere.
* Ability to manage multiple priorities on an ongoing basis.
* Demonstrated ability to work both independently and collaboratively.
* Strong interpersonal, including kindness, responsibility, teamwork, and motivation.
* Sense of humor.

**Working conditions**

The work environment is primarily office-based with 3-4 co-workers. Much of the work is computer-based. This position will have minimal off-site work which may include school visits, meetings or conferences. Some weekends or evenings may be required on occasion.

**Compensation:**

* $40,000-$45,000 annually based on experience and qualifications.
* Benefits package including health insurance and retirement contribution after two months.

**To Apply:**

Send a letter of interest, resume, and list of three references to:

Erin Anderson, Director of Charter School Authorizing, Audubon Center of the North Woods

anderson@auduboncharterschools.org

Open until filled. Preference given to applications received by June 17, 2019.

ACNW is an equal opportunity employer. We are committed to building a diverse staff with expertise and interest in working with our unique portfolio of schools. ACNW strongly encourages applications from candidates of all backgrounds, particularly those that are representative of the populations served by our portfolio of schools.