

Front Range BOCES: Part-Time Contractual Position Opening

Program Administrator

Front Range BOCES (FRB), a cooperative of school districts that provides high impact professional learning experiences to Metro Denver Education leaders, is seeking a part-time Program Administrator. The position will average 7 to 10 hours per week during the school year. Ability to be available for event set-up in the early morning on some days is necessary. A long summer break is available and much of the work can be performed from home at any hour of the day. Previous experience with P-12 education is not a requirement for this position.

The Program Administrator will support the Executive Director, Learning Experience Designer and Manager and Learning Experience Facilitators in the following ways:

- Learning experience delivery: identifying, securing and setting up meeting and learning experience spaces, purchasing refreshments and materials, generating enrollment forms and tracking enrollments, preparing and printing materials, collecting and documenting participant feedback.
- Finances: generating, tracking and processing invoices and receipts.
- Communications: making basic website updates, writing and sending emails to participants and facilitators, capturing and compiling meeting notes.
- Handling the unexpected: jumping in to carry out unplanned and unpredictable tasks that inevitably come up.

The following qualities describe the ideal candidate for this position:

- Pays incredible attention to detail
- Self-starter who works well without supervision
- Creative problem-solver
- Strong communicator and collaborator
- Experience with administration of projects, programs or operations
- Easily uses and navigates Microsoft Office products
- Desire to make a personal impact in P-12 education.

A summary of many of our program experiences for the 2016-17 school year [are found here](#).

If you are interested in this position please generate either a two paragraph statement or a one minute video or a drawing which describes why you are a great match for this opportunity. Email it and a resume to hi.howard@bvsd.org

This position will remain open until we find the right match.

We look forward to hearing from you.