

## Project Coordinator

### POSITION OVERVIEW

Koru Strategy Group seeks to grow our team with a collaborative, action-oriented, and highly motivated and self-starting professional for a full-time, benefits-eligible Project Coordinator role available for immediate start. Reporting to the Director of Outreach and Operations and in close collaboration with our small yet mighty core team, this individual will play an important support role in the planning, coordination, and execution of tasks across our diverse portfolio of complex projects and workstreams.

### ABOUT US

We partner with school systems to get better. Incubated by the Harvard Innovation Labs and founded by alumni of the Harvard Graduate School of Education, Koru Strategy Group facilitates meaningful change and improvement across school districts and organizations. We believe that fundamental changes in how we approach improvement and engage in collaborative work lead to transformational results for students and communities.

Our work is focused on impact, evidence, equity, and teaming. In partnership with school- and system-level teams, we help shift and set culture for collaborative work; develop and enact strategic plans that are scalable, sustainable, and student-centered; surface and design innovative solutions to problems of practice; and engage in continuous improvement cycles that lead to educational equity and long-term systemic change.

We are led by a core team and staffed by a diverse and talented network of consultants and coaches. Together, we are driven by a shared purpose and grounded in our core values:

- **Community:** Community is the heart of all we do: what we build through intentional collaboration and partnership, and whom we serve in our work to improve schools. We believe in learning from the beauty, experiences, and assets of people who form a community.
- **Empathy:** Our approach to school improvement begins with empathy. We seek to better understand and appreciate the contexts and complexities of each community, and we look to the people we're designing for in co-creating learning pathways that help them to surface and solve their own problems of practice.
- **Equity:** We are committed to helping school systems become places where each student belongs and every student thrives. We acknowledge that we must actively investigate our own identities and biases, address and redress inequities, and be authentic and intentional in how we engage and partner with others.
- **Teaming:** From our network of consultants to the school and system teams with whom we work, we focus on norms and practices for working together productively within and across diverse contexts. Each project is a partnership requiring strong relationships, trust, and collaboration.

- **Transformation:** We guide teams along a pathway where we experience both continuous, incremental improvement and fundamental change. We believe that establishing new norms and practices and shifting the culture of teams and systems lead to meaningful change with profound impact for individuals, teams, schools, systems, and communities.
- **Joy:** We engage in the complex work of school improvement from a place of hope and aspiration. Our vision for better school systems is one in which all stakeholders -- from students and families to teachers and administrators -- experience joy through a deep sense of purpose, belonging, and fulfillment.

## JOB RESPONSIBILITIES

Our theory of action [see below] focuses on three major drivers: relationships, learning, and improvement.

If we:

- Cultivate deep, long-term **relationships** characterized by a shared vision for success and a customized plan responsive to partner needs/priorities
- Design, execute, and coach meaningful **learning** experiences through full improvement cycles [a “koru”]
- Engage intentionally in our own internal processes for reflection, iteration, and **improvement**

Then:

- Our partners will experience positive shifts in culture and practice and achieve their vision for success
- We will achieve our purpose and vision, in alignment with our values

At this critical stage in Koru’s growth, we seek to build our team with a collaborative, team-focused, detail-oriented, and highly self-motivated project coordinator who will support the execution of complex, long-term relationships and projects, and efficiently and effectively advance tasks and ensure we provide the highest level of service and meet ambitious standards and deadlines. The core responsibilities of the position include but are not limited to:

- **Project execution -- planning, logistics, and coordination:**
  - Under the supervision of the Director of Outreach and Operations, advance tasks and next steps for each project/partner per our project management plan and timeline, leveraging our project management system [Asana]
  - Support project leads [CEO and VP Strategic Impact] with tasks and project support such as scheduling, preparing/updating templates and slide decks, organizing folders and documents, taking notes and tracking next steps from meetings, compiling and updating data in our project/partner trackers, and other supports as needed
  - Support a complex and comprehensive system of aligning availability of coaches and teams, scheduling all coaching sessions as indicated on each project’s scope of work, and ensuring all sessions are on the calendar and sent to all participants with complete and accurate information [e.g. Zoom and agenda links, etc.]
  - Manage a pre-workshop checklist to ensure all onsite workshop logistics are

coordinated in advance and according to plan and schedule, including arrangements for space/venue, seating/set-up, WiFi, A/V, catering, materials and handouts, directions/parking information, etc.

- Provide technical and administrative support during Zoom workshops including managing the chat box and sharing important links, creating and managing breakout rooms, documenting and supporting any changes to the enrollment roster, ensuring all participants have access to documents, and responding to and triaging any emergent issues
- Support team and consultants with all travel arrangements, booking flights and hotels, tracking reservation information, staying within budget, and recording expenses
- **Outreach:**
  - Support the Chief Relationship Officer and Director of Outreach and Operations in researching opportunities, contacts, and organizations for potential partnership
  - Support regular routines and processes for tracking and reporting on current projects and pipeline opportunities, leveraging our project management systems and tracking tools [Asana and Airtable]
  - Support proposal processes with direction from CRO and/or DOO
  - Other tasks and projects as assigned by CRO and/or DOO, or surfaced through collaborative work sessions
- **Team:**
  - Participate in regular Koru Team Meetings and other work sessions
  - Support tasks, projects, and next steps to advance company growth and strategic priorities
  - Other tasks and projects as identified by team or surfaced through collaborative work sessions

## QUALIFICATIONS

A successful candidate will thrive in a fast-paced, start-up environment with ambitious growth, a small and close-knit core team, a robust network of consultants, and a diverse and dynamic portfolio of partners/clients. This individual will ideally meet the following qualifications:

- 4-year degree preferred, or equivalent combination of education and experience
- Exceptional organizational and time and task management skills with an ability to prioritize, multi-task, and triage important work, and to consistently meet or exceed expectations for on-time and high-quality products/deliverables
- Skillful management of tasks and relationships through both virtual and in-person collaboration
- Strong technical skills and an ability to learn quickly, leverage and support others in use of technology, and proactively anticipate and resolve technical challenges
- Prior experience using Asana, Google Suite, Zoom, Airtable, and Wix strongly preferred or demonstrated experience learning new systems and developing strong proficiency quickly
- An orientation toward action, efficiency, and process improvement, with keen attention to detail and a high standard of service and excellence
- Prior experience in the education sector strongly preferred -- experience in fast-paced start-ups or entrepreneurial environments a plus

- Deep commitment to Koru Strategy Group’s purpose, values, and approach

## APPLY

To be considered for this position, please submit a resume and cover letter via email to Carolyn Chen at [cchen@korustrategy.com](mailto:cchen@korustrategy.com). Please indicate “Project Coordinator” in the email subject line.

*Koru Strategy Group is committed to providing equal employment opportunities to all applicants, and to fostering a workplace and culture that celebrates and reflects the diversity of the students, communities, and educators we serve. We embrace the varied backgrounds, identities, and perspectives of our team members, leveraging our diversity to strengthen our impact and to foster a learning and working environment where each team member belongs.*