



July 2013

Position Description

Title: Project Coordinator/Manager, Getting Smart
Location: Federal Way, WA

Getting Smart™ is a community passionate about innovations in learning. We believe the shift to personal digital learning holds promise for improved student achievement in the developed world and access to quality education in the emerging economy—for the first time we have a chance to provide a quality education to every young person on the planet!

The Getting Smart team provides advocacy, advisory and public relations services to for-profit and non-profit education organizations. We construct cohesive and forward-leaning strategies to shape public policy and promote brand advancement. We advocate for better K-12 education as well as early, post-secondary and informal learning opportunities for all students. We attempt to accelerate and improve the shift to digital learning. We highlight important events, organizations, trends, products, books, and reports. We look for ways that innovation can help reframe historical problems and present new solutions. Learn more at GettingSmart.com.

The Getting Smart culture is intimate with a small group of hardworking and self-motivated individuals, giving a unique opportunity to get hands-on experience with a wide variety of projects. Getting Smart is looking for a passionate and spirited new addition to our team!

The primary goal of the Project Coordinator is to support Advocacy Partner (client) deliverables. Depending on experience this position may also be considered at the Project Manager level. Job responsibilities would reflect that of a coordinator, with added management responsibilities including client deliverable tracking, assignment of tasks and client communication.

Primary Responsibilities:

- Support client deliverables including:
 - Communication efforts: draft written copy such as press releases, blog posts, news pitches, etc and maintain media lists.
 - Marketing efforts: market research, develop marketing plans, branding, etc.
 - Event Coordination: Plan, execute and/or support client events such as conferences, field trips and workshops.
 - Participate in client calls.
 - Track project deliverables deadlines and completion status.





- Support social media traffic and drive quality conversations for clients.
- Contribute to monthly client analytics and progress reports.
- Some travel required covering client meetings and education industry conferences and events.
 - Live reporting and coverage of education events and conferences.

The ideal candidate is motivated, responsible and passionate about education and innovation. We are looking for strong written and oral communication skills, effective time-management, strong sense of organization and teamwork, and the ability to multi-task. Experience in education, particularly exposure to education technology and blended learning, is preferred. Bachelor's degree is required.

Availability during non-traditional working hours (some nights and weekends) is also required. However, the position does have flexibility of in-office hours and telecommuting days. Some travel is required.

Technological capabilities must include knowledge of Apple products and programs such as Wordpress and Hootsuite.

This is a full-time position, with reimbursed medical benefits, vacation and sick leave. Talented and qualified individuals with immediate availability please apply!

To Apply

Please answer the following questions within a cover letter:

- Why do you feel you are uniquely qualified for this position?
- Why are you interested in working with the Getting Smart team?
- Are you passionate about education and innovation?

Email cover letter and resume to Allison@GettingSmart.com, with subject line "Getting Smart Project Coordinator Position".

