Program Liaison Job Description

The Program Liaison will serve as the primary point of contact for the majority of communications with PEF’s STEM Teacher Residency program, called Project Inspire.

At PEF, we do more than provide funds; we’re innovators, working with partners in education to transform public education. Our STEM Teacher Residencies are part of a national network of partners who have adopted a training model based upon the medical residency concept to prepare and retain college graduates as teachers in high-need public schools. The program liaison will work with both existing members of the STEM teacher residencies (13 residents and 28 graduates) and potential recruits for upcoming cohorts. The program liaison will report to the director of PEF’s STEM Teacher Residency.

**Desired experience and skills**
- Background: bachelor’s degree and/or experience in communications, advertising, recruiting, non-profit administration, or other related fields
- Technological savvy and fluency: web, social media, Google Tools/Gmail
- Time management: multiple projects and deadlines
- Passion: for the causes of education and community reform
- Effective Communication: speaking and writing skills

**Key Responsibilities**
- Maintaining regular communication with applicants throughout the recruiting process
- Developing relationships with local/regional stakeholders and identifying key opportunities for recruiting presentations/visits
- Organizing, preparing and staffing key recruiting events and selection day
- Maintaining regular communication with program participants
- Developing our presence via social media
- Maintaining an inventory of program-wide reports and data
- Writing, editing and revising routine program reports for program funders
- Coordinating routine surveys of program participants and stakeholders

**Employment Terms and Compensation**
This is a year-round, part-time position (approx. 20-25 hours per week), and compensation will be based upon qualifications.

**How To Apply**
Email a brief cover letter describing your interest in the position and a resume to Project Inspire director, Mark Neal, at mneal@projectinspiretn.org.