

Senior Project Coordinator – Washington DC

The International Commission on Financing Global Education Opportunity—also known as the Education Commission—was set up with a clear goal: to reinvigorate the case for investing in education and to chart a pathway for increased investment to develop the potential of all young people around the world. The members of this dynamic Commission include current and former heads of state, government ministers, five Nobel laureates, and leaders in the fields of education, business, economics, development, health, and security.

Beginning its work in November 2015, the Commission has been bringing together research and policy analysis to identify how education could be transformed and how resources could be mobilized and most effectively allocated to help ensure that all children and young people have the opportunity to learn and gain skills. In September 2016, the Commission released its flagship report: *The Learning Generation*, which alerts to the urgency of the global education crisis; identifies a number of areas for reform that need immediate attention; and charts a concrete path forward. Since its launch, the report has become a global reference for the sector. Currently, the Commission is fully dedicated to turning its recommendations into action. This includes work on the International Finance Facility for Education (IFFEd), the Education Workforce Initiative, the DeliverEd Initiative, the High Tech High Touch Initiative and emerging work on financing secondary education. Learn more [here](#).

The Commission seeks a full-time Senior Project Coordinator based in Washington, DC to support the International Finance Facility for Education (IFFEd) and, possibly, other work streams.

Job Responsibilities

1. Project Coordination:

- Engage with and provide administrative support to a highly dynamic team, a wide network of partners and high level champions.
- Schedule internal and external meetings with Education Commission staff, Multilateral Development Banks (MDBs), contributors, and other participants across different time zones and manage meeting logistics (booking rooms, virtual connection, agenda, documents, etc.).
- Manage the project's contact database and document filing system.
- Manage project expenses against budget.
- Support and manage project grant reporting.
- Assist in creating and copyediting project documents and presentations.
- Manage travel arrangements for program staff, preparation for trips, follow up, etc.
- Assist with other tasks, as necessary.

2. Event Coordination:

- Plan, coordinate and successfully execute internal and external high-level events, both domestic and international, including preparing invitations, agendas, contacting participants and tracking RSVPs, preparing event materials, securing event venue and ensuring the required set up is in place, ordering catering, etc.
- Manage all event related travel details for event participants, such as flights and accommodations.
- Coordinate event follow up activities, including event reporting, thank you letters, invoice payments and reimbursements.

3. General and Administrative Support:

- Closely collaborate with other team members to ensure timely, efficient and flawless execution of assigned tasks.
- Provide general support, as necessary and requested, to Commission's staff and consultants.

Required Qualifications

The Senior Project Coordinator must be a highly-organized, responsible, resourceful and energetic individual with a high degree of professionalism, and a flexible and collaborative spirit. Other key qualifications include:

- Bachelor's degree required, Master's degree preferred.
- 5+ years of relevant full time work experience, including experience leading high-profile projects.
- Excellent written and spoken English; other languages an asset.
- Excellent organizational skills and ability to work independently and proactively.
- Demonstrated capacity to work well under pressure while managing multiple deadlines and competing tasks.
- Excellent inter-personal skills and ability to work as part of a small team.
- Excellent computer skills, including Microsoft Office, internet research and working knowledge of platforms such as Skype, MailChimp, Eventbrite, Join.me.

To apply, please send the following to info@educationcommission.org:

- Brief cover letter explaining your interest in the position, your experience and desired salary.
- Resume/CV.
- Three professional references.

Please include "Sr. Project Coordinator - DC" in the email's subject line.

Apply ASAP, by February 21, 2020.

the Education Commission

The International Commission on Financing Global Education Opportunity is a sponsored project of the Rockefeller Philanthropy Advisors (RPA). RPA is an equal opportunity employer.