



Martinez Fellowship Coordinator	
DEPARTMENT	TAF Education Team
REPORTS TO	TAF Director of Education
SALARY	\$45-55K depending on experience
POST/CLOSE DATE	OPEN until filled
CLASSIFICATION	Exempt/Full Time (40 Hours) or Non-Exempt/Part-Time (20 Hours)
HOURS	Monday - Thursday
LOCATION	Bethaday Community Learning Space (BCLS) & STEMbyTAF Transformation Schools

SUMMARY

The Martinez Fellowship Coordinator is responsible for supporting the administration of the Martinez Fellowship Program, an effort with the mission of *closing the achievement gap by improving teacher diversity and the retention of teachers of color in Washington State*. This person will coordinate seminar logistics and facilitators, informal networking events for Fellows and recruitment purposes, as well as the Fellow identification and selection process. They will also manage the Fellows tracking database, organize outreach and communications to promote programmatic activities, and collaborate with Martinez Fellowship Program Manager to track and monitor program evaluation and outcomes.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Prepare agendas and pull together materials for Fellow seminars and annual IslandWood conference
- Connect with Fellows and facilitators to confirm participation in seminars and events
- Coordinate event space, food, snack, and beverage needs with TAF Operations Team
- Provide content for marketing materials used to invite Fellows to events and general recruitment
- Collect and keep updated information on Fellows tracked in the program database
- Support the overall Martinez Fellowship program evaluation process including collaborating with the Martinez Fellowship Program Manager and TAF's Student Information and Data Analyst

Skills Required:

- Work well with limited supervision; independent problem-solving skills and ability to multi-task
- Create positive relationships with TAF staff, Martinez Fellows, and district and university partners
- Exceptional attention to detail and organizational abilities
- Patience and flexibility to respond to the changing needs of Martinez Fellows
- Superior written, analytical, technical and verbal skills



QUALIFICATIONS

- Ability to represent underserved children of color for higher education and professional success.
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly and persuasively; ability to compile data accurately.
- Familiarity working in diverse and multi-cultural and bilingual environments.
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Drivers license.

EDUCATION & EXPERIENCES

- Bachelors or Master's degree in education or related field
- Classroom experience and/or relevant experience in the field of education
- Must have demonstrated effective leadership skills
- Must be able to perform the essential functions of the job with or without reasonable accommodations
- History of positive evaluations
- Moderate to high proficiency and or aptitude in Microsoft Windows Operating System; MS Word; MS Excel; MS PowerPoint; MS Outlook. Cursory knowledge using Box, and Google Docs is a plus.

LANGUAGES SKILLS

- Fluency in languages other than English is a plus.

COMPENSATION AND BENEFITS

- TAF offers competitive salaries and comprehensive benefits packages

TO APPLY:

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. For more information visit our website at www.techaccess.org/about/work-at-taf/. No phone calls please.

TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.

