



## POSITION DESCRIPTION | Coordinator, Strategic Initiatives

### Position Summary

The Strategic Initiatives Coordinator provides administrative, program planning and implementation support for Learn to Earn Dayton's strategic initiatives. The Coordinator is responsible for engaging stakeholders to facilitate program networks and collaborative partnerships.

The Coordinator supports the Learn to Earn Dayton team's innovative strategies to increase academic, economic and social mobility for students and families in Montgomery County.

### Learn to Earn Dayton Mission

We transform systems through data, partnerships and policy to ensure that all learners in the Dayton region have the resources and opportunities that foster lifelong success and economic mobility.

### About Learn to Earn Dayton

Learn to Earn Dayton is a collective impact organization serving as an innovator and incubator, dedicated to fostering the success of all Montgomery County children from birth until their graduation from college or selection of a career. Our "Big Goal" is that 60% of Montgomery County's workforce will have a post-secondary credential.

Our cradle-to-career, place-based partnerships use a systems-level mindset to transform economic and social environments and improve all residents' life prospects. These partnerships take a whole family approach to build well-being by intentionally and simultaneously working with both children and the adults in their lives. We work to align opportunities that equip families to pursue their goals and thrive.

Position Reports to: Senior Director, Strategic Initiatives  
Position Salary: \$50,000 - \$65,000 with a target starting salary of \$55,000.00 commensurate with experience, education and qualifications  
Position Terms: Full-Time & In Person / On Site  
Occasional Travel  
Office Location: MCEC Regional Center  
4801 Springfield Street - Dayton, Ohio 45431

Submit cover letter and resume to [jobs@learntoearn Dayton.org](mailto:jobs@learntoearn Dayton.org) with "Strategic Initiatives Program Coordinator" in the subject line. Position open until filled with first resume review on Friday, September 12, 2025.

## Coordinator, Strategic Initiatives

### Essential Functions:

#### Administration

- Assist with planning and execution of initiatives to ensure projects advance from planning to execution on schedule and on budget, functioning smoothly
- Assist program communications, using organizational websites, social media, Parent Square, and other tools to share information and opportunities for engagement
- Schedule and organize meetings and events
- Support purchasing, invoicing, payments and other financial transactions
- Create and maintain program records, reports and presentations
- Work collaboratively to address challenges and address conflicts
- Anticipate needs and potential obstacles, with a focus on solutions
- Assist with the coordination and management of special projects

#### Engagement

- Incorporate community engagement, centering voices and lived experiences of residents and students
- Serve as an ambassador and spokesperson between school districts and families, including making presentations to stakeholders and attending family and community events
- Find ways to move people towards increasing levels of involvement with a dual focus on both individual and collaborative goals
- Fostering positive relations between all stakeholders of strategic initiatives
- Use asset-based framing to accomplish community goals

#### Partnerships

- Align efforts and work collaboratively with partners to advance strategic initiatives
- Serve as a point of contact for the organization as an information and resource hub
- Identify potential new partners in Montgomery County, focusing on targeted geographies
- Develop community and partner relationships

#### Data & Monitoring

- Continuously monitor and evaluate the progress and impact of implemented initiatives, making adjustments as necessary to meet both the goals of the program and the needs of participants
- Monitor data management system, Learning Circle to regularly gather information and feedback in order to support real-time needs

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### Qualifications

- At least three years of work experience, including demonstrated field work in an urban environment
- Experience and proficient use of Google Suite, Microsoft Office programs (Word, Excel, PowerPoint), Salesforce or other CRM experience a plus

### Skills Required

- Reliable work ethic and exceptional customer service skills
- Strong oral and written communicator, demonstrating professionalism and clarity
- Ability to balance independent work with limited guidance and collaborative work
- Creates and maintains a positive work environment, contributing to the healthy culture of the organization in all actions and interactions
- Proven ability to build genuine, reciprocal relationships with a wide variety of individuals and community stakeholders
- High levels of resourcefulness, critical thinking, and creative problem-solving

### Working Conditions

While Learn to Earn Dayton is an independent organization, all employees are contracted through the Montgomery County Educational Service Center and thus are public employees operating in the public trust. Learn to Earn Dayton is funded by philanthropic and public investments and all employee positions are dependent on availability of resources.

- Will require working during evenings and/or weekends
- Will allow for a flexible work schedule, prioritized around meetings and events
- Will include considerable telephone contact and paperwork
- Will require working under time constraints to meet deadlines
- May require operating and/or riding in a vehicle
- May require extended stationary time using a computer and keyboard

Montgomery County ESC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws

This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.