



Job Title: Program Coordinator (2 Positions Available)

Position Status: Full-time, exempt (salaried), primarily remote position (i.e. hybrid). Some in-person meetings along the Front Range will be required, along with occasional travel for conferences and convenings. *Priority for one of the two Program Coordinator positions will be given to candidates residing in or with strong ties to the San Luis Valley and Southern Colorado region.*

Reports to: Director of Operations / Program Director

About The Attainment Network

The Attainment Network is a 501(c)(3) based in Denver, Colorado. The Attainment Network serves to evolve education-to-career systems to ensure all learners acquire the skills and education necessary to meet the needs of local employers and enter careers that support families and help entire communities thrive. We mobilize K-12 schools and districts, postsecondary institutions, state agencies, local municipalities, nonprofits, private sector partners, learners, and earners to ignite and accelerate systems change.

Position Summary

The Attainment Network seeks a Program Coordinator to support coordination and implementation of both community-based partnerships focused on advancing career-connected pathways and learner success across Colorado and broader organizational priorities around program implementation, grant reporting, events and convenings.

The Program Coordinator is primarily responsible for supporting the implementation of multiple career-connected learning initiatives. This includes:

- Assisting with coordination of partner meetings, workgroups, and events across our community-based partnerships and projects
- Tracking program activities, maintaining documentation, and supporting grant reporting for community-based partnerships and projects
- Contributing to continuous improvement of program processes across our community-based partnerships and various workstreams

This is a highly relational role that requires experience navigating complex systems, engaging diverse stakeholders, and aligning around shared goals. The successful candidate will bring exceptional organizational and project management skills, a deep commitment to equity, and a strong track record of supporting programs or coalitions that span education and workforce sectors along with a demonstrated commitment to the success of all learners.

Core Responsibilities:

Project Coordination and Implementation

- Provide coordination and support for project implementation and delivery in collaboration with project teams, providing direct project support as needed.
- Maintain partner communications and ensure timely follow-through on program actions, tasks, and commitments.
- Support the documentation of implementation strategies, processes, and best practices to support learning and replication.
- Collaborate with the Senior Director of Data, Evaluation and Technology to assist with tracking program activities, outputs, and outcomes.
- Support the collection and organization of qualitative and quantitative data from partners and programs.
- Support other projects as needed, which may include supporting the Mobile Lab project, logistics coordination, documentation of processes, and identification of best practices.

Organizational Coordination and Support

- Support development of internal systems related to grant and impact reporting as well as supporting the development of grant reports
- Provide coordination and support for project implementation and delivery in collaboration with project team, providing direct project support as needed.
- Participate in cross-functional projects and internal learning sessions that align with The Attainment Network's mission and values.
- Take detailed notes during meetings, track follow-up actions, and maintain project documentation.
- Support facilitation, logistics, and/or deliverables for in-person and virtual events; including Professional Learning Series webinars, L/Earner Voice Symposium, and the annual conference.
- Provide administrative and financial support functions around contracts, database alignment, transaction level review, and audit support for grants related to assigned project work

Stakeholder Engagement and Ecosystem Building

- Prepare or support the creation of reports, decks, or materials to communicate progress and promote program visibility.
- Build strong cross-sector relationships across education, workforce, community, and public sector partners and represent The Attainment Network at ecosystem events
- Stay informed of relevant state and local initiatives and proactively build partnerships that enhance impact.
- Assist in developing and reviewing communications, messaging, deliverables, and presentations for internal and external audiences.

Required Skills and Experience

- Strong organization and time management skills; ability to manage multiple concurrent initiatives, develop project schedules, coordinate logistics and follow through and prioritize tasks and meeting deadlines
- Ability to track program activities, outputs, and outcomes, collect and organize qualitative and quantitative data

- Highly organized and able to plan and execute virtual and in-person meetings and events; supporting the professional learning series and annual conferences
- Experience with tools like Monday, Asana, Miro, Microsoft Teams, Google Suite, and virtual facilitation platforms.
- Writing reports, presentations, messaging, and grant deliverables
- Drafting meeting notes and following up on action items
- Creating stakeholder-facing materials
- Highly collaborative; engaging with diverse groups (education, workforce, nonprofits, public sector) and collaborating across teams and organizations
- Highly adaptable; ability to work in a hybrid environment, navigate complex systems, and learn from implementation to improve processes
- Clear, professional communication with internal and external stakeholders
- Demonstrates a commitment to learning and continuous improvement
- Presentation and public speaking capabilities

Preferred Qualifications

- Experience supporting grant-funded initiatives from data tracking to reporting
- Project management training or certification (e.g., PMI, Agile).

Education and Experience

- Bachelor's, or Associates degree preferred; a minimum of 3 years of relevant professional experience required
- Experience supporting grant-funded programs, coordinating multiple partners, and contributing to shared project goals strongly desired.
- Experience working within diverse teams and rural or under-resourced communities preferred

Compensation and Benefits

- Salary Range: \$57,000– \$65,000 annually (Full Time)
- Benefits: Comprehensive package including Medical, Dental, Vision, Life Insurance, Short- and Long-Term Disability, cell phone reimbursement, and Trusted Time Off.

Application Process

Priority Deadline: Applications reviewed on a rolling basis; priority given to those received by *December 1, 2025*. Please submit your cover letter, resume, and three professional references to hr@attainmentnetwork.org Your cover letter should address:

- **Project Management Experience:** Detail your ability to manage complex, multi-partner projects, track outcomes, and meet deadlines.
- **Data-Informed Decision Making:** Mention your experience collecting, analyzing, or reporting data for continuous improvement or storytelling.
- **Strong Communication Skills:** Demonstrate your ability to create professional written materials, support meetings, or present findings.
- **Adaptability & Initiative:** Highlight times when you learned from implementation and adapted processes or tools accordingly.

- **Mission Alignment:** Convey passion for education-to-career pathways, learner success, and systems change.
- **(Optional) Connection to San Luis Valley and/or Southern Colorado, if applicable:** please describe your connection to these regions, including any personal, professional, or community ties that inform your interest in supporting career-connected learning in this area

Equal Opportunity Statement

The Attainment Network is dedicated to equal employment opportunities in any term, condition, or privilege of employment. The Attainment Network prohibits unlawful discrimination against applicants or employees based on race, color, religion, sex (including pregnancy, gender identity or expression, and sexual orientation), parental status, marital status, national origin, ancestry, creed, age, disability, genetic information (including family medical history), political affiliation, military service, protected veteran status, other non-merit-based factors, or any other characteristic protected by federal, state, or local law. This policy applies to all employees including managers, supervisors, and co-workers.