



## **Job Description Operations and Development Coordinator**

CASA Academy provides low income students with the early academic foundation and character skills necessary to graduate from college and succeed in life. At CASA we are not just a school, but a movement to raise the bar for education in Phoenix.

### **Unique benefits of working at CASA Academy:**

- **Staff Culture:** CASA Academy is a fun and joyful learning environment. We have a supportive and collaborative team with a strong, positive staff culture. We enjoy potlucks and holiday parties as a team and provide surprise gifts and treats to our staff throughout the year! We care about our staff both professionally and personally.
- **Coaching:** We pride ourselves in our ability to provide our staff with excellent training and coaching. One-on-one coaching occurs on a weekly basis. We also offer three weeks of summer professional development and three days of all-day professional development for staff throughout the year.
- **Benefits:** We offer a comprehensive benefits package in which we cover 80% of the medical, dental and vision costs. You will also have the option to contribute to a voluntary 403(b) plan and enroll in short-term disability insurance.

**Overview:** The Operations and Development Coordinator (ODC) is responsible for developing, implementing, and executing strategic marketing plans for CASA Academy in order to attract and retain donors, scholars, and families. The ODC also works in partnership with the School Operations Associate to execute all matters of day-to-day school operations (lunch, recess, homework club, after school program, etc.) and student recruitment. The ODC works within the provided budget to ensure that student enrollment and fundraising targets are being met.

**Reports To:** Operations Manager (OM)

**Responsibilities:**

- Manage and coordinate marketing efforts
- Utilize technology to market CASA Academy through social media marketing, content management, and company branding
- Execute a strategy in partnership with the operations team to meet annual student recruitment targets through community outreach initiatives and marketing campaigns
- Communicate clearly with families and donors
- Execute operational school needs including lunch, recess, homework club, afterschool program, arrival, and dismissal
- Assist in the office as needed
- Execute various tasks and projects
- Other duties as assigned

**Qualifications:**

- Bachelor's Degree
- Fingerprint Clearance Card
- Strong written and oral communication skills
- Spanish fluency required

**How to Apply:** To apply for this position, please submit your resume to Liliana Villaseñor, Director of Students and Operations, via email at [liliana.villaseñor@casaacademy.org](mailto:liliana.villaseñor@casaacademy.org).