



## NOW HIRING: ACADEMIC PROGRAM TEAM COORDINATOR

*Bilingual Candidates Encouraged to Apply*

**Company:** Bluum, Inc.  
**Location:** Downtown Boise, Idaho  
**Employment Status:** Full time  
**Starting pay:** Based on experience  
**Benefits:** Medical, Dental and Vision insurance, HSA account with employer contributions, 403(b) Retirement Plan with 5% employer match, 3 weeks paid time off per year, paid holidays.

### ABOUT BLUUM

Bluum is a nonprofit organization helping Idaho become a national model for how to maximize learning outcomes for children and families.

***We Believe:*** A robust choice of learning opportunities helps children, families and educators achieve more and do better.

***We Are Committed:*** To ensuring that Idaho's children reach their fullest potential by cultivating great leaders, replicating high-performing school models, and taking risks to develop new approaches so all Idaho students have access to a great education.

### ***Bluum Strives to:***

- Empower and support educational leaders who take risks and put children first;
- Grow and replicate high-impact school models;
- Provide school support and management help;
- Develop and share effective practices; and
- Demonstrate measurable impact program-wide and across individual partner schools.

### ROLE SUMMARY:

The Academic Program Team Coordinator role is an extraordinary opportunity for a former educator and/or professional with planning, communication, coordination, and event management experience to work closely with Idaho's high performing, results-oriented school innovation team and individual school leaders. The Coordinator will develop highly transferrable skills and a strong understanding of Idaho's education sector.

He/she will work closely with Bluum's Chief Academic Program Officer Max Koltuv to drive forward the academic and programmatic priorities of Bluum's three-year strategic plan. These include providing



direct support to Bluum's current portfolio of schools, designing and executing Bluum's New School Founder and District Innovator Fellowship Programs, developing and implementing data systems that drive performance improvement for Idaho schools, and developing micro school models to better serve Idaho's rural communities. The Coordinator will add value by managing complex workflows and navigating time-sensitive high-priority tasks and projects. He/she will manage scheduling, short and long-range planning, logistics, communication, and operations fellows' and school leader trainings. As the person in this role masters and excels at these responsibilities, he/she will take on small and large-scale projects with increasing autonomy. This person will also provide direct administrative and scheduling support to Bluum's Chief Academic Program Officer.

### **RESPONSIBILITIES of the Coordinator will include but are not limited to:**

#### *Manage Short and Long-term Projects*

- Create and manage project plans for projects and workstreams involving multiple stakeholders.
- Communicate strategically across multiple stakeholders. Facilitate routine meetings with key players and hold peers and senior leaders accountable to meeting deadlines.
- Analyze data- including survey data from school leaders, achievement data, etc.

#### *Project Manage and Run Small and Large Scale Events*

- Create and manage the successful execution of fellow and school leader trainings. This includes but is not limited to event planning, communication, and managing event budgets.
- Plan and manage logistics for these training events, including partnerships with Bluum staff and external vendors, using existing systems and systems you will create.
- Manage the operations of the events day-of, providing help to attendees, supporting facilitators, coordinating vendors, and at times managing a small team who helps execute the event.
- Analyze feedback data and identify and make improvements based on feedback.

#### *Provide Scheduling and Administrative Support*

- Directly manage the calendar of the Chief Academic Program Officer, maximizing their time on high-impact work and acting as a safeguard to ensure their time supports their priorities.
- Schedule meetings, manage a wide variety of requests, and complete additional administrative tasks (such as processing reimbursements, making travel arrangements, ordering supplies, drafting communications, and preparing materials for conference calls and meetings).
- Create and maintain systems for the management of complex administrative tasks, and independently problem-solve, research options, and propose solutions or adaptations when administrative challenges arise.

#### *Provide Cross-Team Problem Solving & Support*

- Partner with Bluum teammates to problem-solve complex cross-team initiatives.



- Support other teams in managing their own events and projects.

## SKILLS & CHARACTERISTICS

- Attention to detail
- A track record of developing and maintaining personal organization systems for managing multiple workflows: being highly responsive in communication, prioritizing time-sensitive tasks, and completing tasks quickly while maintaining quality of work
- A track record of managing projects start to finish to achieve desired outcomes – both independent projects and those involving multiple stakeholders and performers
- A track record of identifying and taking initiative to resolve problems
- Ability to communicate clearly through writing and orally
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- An interest in planning and executing small and large-scale meetings and events
- Growth-oriented, with a thirst for feedback and desire to improve
- Belief in the Bluum’s mission and vision for the future of all of Idaho’s children
- Maturity, humility, strong work ethic, and “roll-up-my-sleeves” attitude

## EDUCATIONAL BACKGROUND & WORK EXPERIENCE

- Required:
  - Bachelor’s degree
  - 1-3 years of work experience
- Preferred:
  - Experience in project management: coordinating tasks and communication to achieve a set vision or goal
  - Experience managing a supervisor’s calendar and scheduling meetings
  - Experience planning small and large-scale events
  - Experience in education
  - Experience managing a small budget (e.g. \$2k)

This position will require some travel within and outside of Idaho, as well as occasional weekend and evening work.

## Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Bluum offers a comprehensive benefits package.



## To Apply

Bluum reviews applications on a rolling basis – please apply immediately by submitting a resume and a cover letter. In your cover letter please respond to the following:

- Why do you want to work at Bluum?
- How have your experiences and education prepared you for the demanding work and “whatever it takes” attitude necessary to improve academic opportunity for all of Idaho’s children?

## Send Resume and Cover Letter to:

Max Koltuv

Bluum

Chief Academic Program Officer

[mkoltuv@bluum.org](mailto:mkoltuv@bluum.org)