

Right At School provides exceptional student enrichment programs to students across the country. Just named an INC. 5000 fastest growing company, Right At School is looking for a passionate and driven individual to help us continue our growth trajectory. If you share our passion for providing great educational opportunities to students, we would love for you to join our team at the central office in Evanston, Illinois!

Position Summary

The Electives Coordinator will manage the Electives program, including scheduling with schools and vendors, maintaining vendor relationships and communication, and managing vendor compliance for Right At School. In addition, this position may provide additional marketing support to the Communications Director. This is a part-time position (20-30 hours/week) with the possibility of becoming a full-time position next school year.

Electives: Knowledge, Skills and Deliverables

- Work with local Area Manager to source and vet new vendors
- Work with Program and Area Managers to plan trimester schedules
- Create and maintain internal Electives calendar for all programs
- Maintain vendor relationships, including timely and complete communication of schedules, on-site logistics, policies, and compliance
- Manage vendor compliance for new and returning vendors, including contract, insurance, and instructor background checks. Use checklist to track timely compliance and to identify missing items
- Update and maintain vendor portal user guide and vendor policy guide
- Complete annual audit of vendor insurance coverage
- Oversee class information data entry spreadsheet and audit for errors and missing information
- Create school-specific Electives fliers and assure marketing efforts of Electives in each school
- Establish positive working relationships with RAS vendors and assist with technical needs and school-specific questions as needed
- Provide program-specific information to each vendor in preparation for Electives launch while partnering with Area Managers

Marketing:

- Order marketing materials
- Create and disseminate marketing emails for Electives and Right Club registration during key registration periods using MailChimp.
- Assist with periodic website updates using Wordpress
- Prepare needed materials and documentation for sales conferences and events. Ship materials as needed

Qualifications

- Bachelor's degree in child development, early childhood, education, public health, social work, and/or marketing, communications or other related area preferred
- 3+ years' experience in a child care, after-school, or camp setting
- Strong attention to detail and strong organizational skills
- Strong verbal and written communication skills
- Proficiency with Microsoft Office Suite and Google Docs required
- Proficiency with Microsoft Publisher, WordPress, and FileZilla (or other similar FTP platform) preferred