Job Description

Job Title: PEEC Project Coordinator (7397C) #19044
Job ID: 19044
Location: Off Campus-Berkeley
Full/Part Time: Full-Time
Department: Law
Regular/Temporary: Temporary

About Berkeley

The University of California, Berkeley, is one of the world’s most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley’s culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: December 23, 2014.

Departmental Overview

UC Berkeley School of Law is one of the nation’s great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

The Chief Justice Earl Warren Institute on Law and Social Policy is a multidisciplinary, collaborative venture to produce research, research-based policy prescriptions, and curricular innovation on the most challenging civil rights, education, criminal justice, family and economic security, immigration and healthcare issues facing California and the Nation.
Partners for Each and Every Child (PEEC) is a project designed to build upon the work of the National Equity and Excellence Commission. The primary goal is to provide a critical piece of the infrastructure necessary to create a broad, collaborative, multi-sector community working to advance a shared vision of excellence for all students.

PEEC will build an extensive network of place-based and issue-based hubs comprised of NGOs, researchers and others. Partners will provide a wide range of services, technical assistance and capacity building to the hundreds of national, state, and local groups we expect to participate in the hubs. PEEC’s capacity and leadership model rely on an active team of organizational Partners drawn from the Commission membership and beyond.

The Project Coordinator for PEEC will have responsibility for the project’s logistical operations, and will act as the primary liaison with consultants providing services to the project.

Responsibilities

15% Budgeting/Operations

• Works with the Warren Institute, the Alliance for Excellent Education, and PEEC Senior staff to allocate, track and report spending on existing funds;

• Tracks PEEC activities for grant reporting, timeline, and coordination purposes;

• Ensures payments to consultants and other partners.

20% Communications

• Develops content for representative documents for the project, develops content to communicate upcoming events and project needs to project partners;

• Creates substantive website, digital and video content;

• Prepares communications and correspondence for internal and external constituencies and assists with content development for the website, including web editing for accuracy and updating of content;

• Acts as the primary lead on graphic/design needs of the project;

• Assists PEEC leadership on developing convening substance as needed.

35% Program and Policy Support

• Develops the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by PEEC initiatives, programs and partners;

• Utilizes content knowledge to ensure that project partners’ roles are defined efficiently and clearly;

• Works collaboratively with the senior management team, both inside the Warren Institute and outside, to integrate cross program activities and functions;
• Participates in travel to and from DC or elsewhere as representative for PEEC, wherever appropriate, and works directly with core consultants/Partners;

• Assists in managing Graduate Student Researchers (GSRs) with presentation of data, as well as other data needs of the project.

20%  Coordination

• Assists in coordinating PEEC’s multiple partners, organizations and projects simultaneously;

• Coordinates programmatic work allocation and effective communication and tools used between staff (Basecamp, Drive, etc.);

• Assists in developing dissemination systems to share organizational learning with a broad range of communities.

10%  Administration

• Supports Warren Institute administrative and senior staff on events planning;

• Ensures proper allocation of time and coordination between Warren Institute and other PEEC staff and partners;

• Provides general administrative assistance to the Faculty Director, including managing the Faculty Director’s calendar and travel.

**Required Qualifications**

• Bachelor’s degree in related area and 3-5 years working experience in education-related field.

• Working knowledge of common campus-specific and other computer application programs.

• Solid communication and interpersonal skills to communicate effectively with all levels of staff, both verbally and in writing.

• Excellent verbal and written communication skills required.

• Solid ability to multi-task with demanding time-frames.

• Excellent organizational skills; ability to address multiple projects and set priorities accordingly.

• Ability to work effectively in a collaborative team environment with multiple stakeholders.

• Ability to use discretion and maintain all confidentiality.

• Ability to use sound judgment in responding to issues and concerns.

• Working skills to analyze information and synthesize large amounts of data with strong attention to detail.
• Experience with budgeting, including tracking and allocating funds.
• Experience with grant management and project development.
• Demonstrated knowledge and understanding of relevant issues, organizations, and legal research and policy analysis.
• Proficiency in MS Office, including PowerPoint and Excel, email and internet applications, Adobe, and Wordpress or a similar web design platform.
• Ability to travel to Washington, DC, as needed.
• Ability to successfully complete a criminal background check.

Preferred Qualifications
• Interest or experience in the area of education.
• Experience in teaching K-12.
• Experience working with outside consultants.
• Working knowledge of national- and California-specific education policy.

Salary & Benefits
Hiring salary range: $20.74/hr - $27.78/hr.
For information on the comprehensive benefits package offered by the University visit:

How to Apply
  Please submit your cover letter and resume as a single attachment when applying.

Other Information
  This is a non-exempt full-time contract position for 12 months, with possibility of renewal.

Criminal Background Check
  This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.
Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:

http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct

If you’d like more information about your EEO rights as an applicant under the law, please see:


Clery Disclosure

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require that crime statistics and other safety information for colleges and universities receiving Title IV funds be made available to applicants upon request. University of California, Berkeley’s Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain this information for the UC campus to which you are applying by accessing the website at


A printed copy of the report may be obtained by writing to UCPD, Room 1, Sproul Hall, Berkeley, CA 94720.