



## EDUCATION SERVICES COORDINATOR

WiNGS is a non-profit agency that supports women and families in becoming strong mothers/parents, financially secure and achieving career goals. Formerly known as the YWCA of Metropolitan Dallas, WiNGS serves nearly 2,000 individuals each year. If you want to make a lasting impact on the lives of families, WiNGS is a place for you.

**JOB DESCRIPTION SUMMARY:** The Education Services Coordinator is responsible for the organization and execution of all WiNGS education programming. The position serves as the internal point of contact for all classes both virtual and on site. This role manages course schedules for all programs/sites, creates content in Salesforce and our Management System, manages day-of logistics and connects education clients to other WiNGS services. This position works with the Director to create and manage curricula for all educational programs. This position may allow intermittent remote work. Proficiency with technology is essential during remote work and on-premises. **Evening and weekend hours will be required. Reliable transportation is needed.**

### PRIMARY RESPONSIBILITIES:

- Create and maintain monthly education schedules for classes hosted at WiNGS and partner sites. Work closely with Director and FEC Site Managers to select monthly content.
- Build education courses in the Learning Management Systems and Salesforce Database.
- Quality control accuracy of LMS to Salesforce education automation for reporting.
- Manage logistics for day of classes (in-person & virtual) including class materials and experience.
- Work with Director to create, update and organize curriculum.
- Submit volunteer requests to Volunteer Manager; ensure instructors are assigned and prepared for all classes.
- Develop and distribute client newsletter to advertise monthly education offerings.
- Assure process is in place for education clients to be connected to all WiNGS services including coaching.
- Assist Director in creating social media content for Monthly Education programming.
- Prepare internal reports and coordinate internal meetings to develop community education strategies.
- Perform various administrative support duties.

### KNOWLEDGE & EXPERIENCE:

- Bilingual/Spanish preferred; bachelor's degree in social work or related field preferred
- At least two years' nonprofit experience; experience working with volunteer programs, volunteer management preferred.
- Understanding of social media platforms and best practices.
- Knowledge of other 3<sup>rd</sup> party applications such as MailChimp, Salesforce, Microsoft Office Suites.
- Creative self-starter; excellent written and verbal communication skills, demonstrating persistence and reliability.
- Demonstrated ability to establish and maintain positive working relationships with others; able to work independently.
- Strong organizational and time management skills
- Ability to work flexible schedule (May be required to work some evenings/weekends).
- Must have reliable transportation, local travel required.

We offer competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

### HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to [jobs@wingsdallas.org](mailto:jobs@wingsdallas.org). Job applications can be found on our website at <https://wingsdallas.org/about-us/jobs/>.