NOBCChE is seeking a company/consultant that can provide program coordination services for K-12 activities

NOBCChE is seeking an independent contractor who is detail-oriented, energetic, and organized to provide consultation services as a K-12 Program Coordinator for our organization. Under the oversight of the NOBCChE President and K-12 Board Liaison, this contractor will provide services which support the successful planning and completion of educational, professional or charitable programs especially relevant for K-12 members and community. Their scope of work includes supporting the K-12 Initiatives and other relevant NOBCChE Committees through establishment and ongoing support of existing programs and activities at the national, regional, and local level; creation of new programs and activities at the national, regional, and local level; solicitation and participation in securing program funding, and planning, coordinating, and performing outreach activities, events and duties to engage with K-12 student members and teachers.

The goal will be to facilitate the effective management of programs according to NOBCChE’s standards.

**Example services** for this contracted position include but is not limited to:

- Support the planning and coordination of existing and new programming for K-12 initiatives.
- Actively participate in necessary committee, Board, and other partnership meetings critical to program development and implementation.
- Ensure implementation and adherence to NOBCChE policies, principles, and best practices in regards to developing strategies for achieving the goals of the organization.
- Communicate with prospective and current partners, collaborators, and key stakeholders within and external to NOBCChE regarding program development.
- Oversee marketing and outreach needed for program success and collaborating with internal stakeholders on marketing, communication, and promotional strategies.
- Prepare or assist in the preparation of grant requests and funding continuation from outside sponsors.
- Help build and maintain positive relations within the K-12 Initiatives Committee, Executive Board, and external parties.
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.).
- Support, monitor, and evaluate the growth and success programming within the organization.
- Attend NOBCChE Board and K-12 Initiative Committee meetings as needed to provide updates on activities.

**Contractor Requirements**

- Established company (LLC, corporation, partnership, or sole proprietorship)
- Lead contractors:
- BSc/BA in business administration or relevant field or Project management/PMP certification
- Proven experience as program coordinator or relevant position, teacher experience especially within K-12
- Knowledge of program management and development procedures
- Tech savvy, proficient in MS Office, Adobe, Webex and other meeting platforms
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient

**Compensation**

- Paid compensation as a part of term contract
- Remote offerings
- Limited travel

**To Apply**

Please submit a cover letter, most recent resume, company website, services provided, and the names of three professional and/or previous and existing client references to answers@nobleche.org.

**Insurance, health, and retirement benefits are not included in this position and must be covered elsewhere, this is an independent contract and term position**