Program Coordinator
Birth Through Eight Strategy for Tulsa

BACKGROUND:
George Kaiser Family Foundation (GKFF) is a charitable organization dedicated to providing an equal opportunity for young children in Tulsa through investments in early childhood education, community health, social services and civic enhancement.

GKFF is currently seeking a highly organized, mission driven candidate to fill the role of Program Coordinator for the Birth through Eight Strategy for Tulsa (BEST).

Birth through Eight Strategy for Tulsa, known as BEST, represents an exciting opportunity for Tulsa. BEST is a comprehensive, continuous and integrated approach that focuses on families to help break the cycle of intergenerational poverty. This strategy knits together programs and services to create a seamless continuum of support. Programs, services, community agencies and philanthropies are partnering with Tulsa’s families and build a cycle of opportunity.

POSITION SUMMARY:
Administrative and some program support with professional growth opportunities including leadership development, exposure to a wide range of education, health, and social service issues, and involvement in BEST, a groundbreaking initiative focused on breaking the cycle of intergenerational poverty for thousands of children and families in Tulsa.

Relationships
The Program Coordinator will report to the Director of Strategic Advisement. He/she will provide direct support to the GKFF BEST management team. This person will work closely with other members of the GKFF support team and collaborate with external stakeholders on a regular basis.

Job Description
• Administrative Assistance: Provides primary support to the GKFF team that manages BEST, including administrative tasks such as meeting arrangements and preparations, managing calendars and scheduling, correspondence, travel arrangements, expense reports, credit card reconciliation scheduling, filing and telephone support.
• Meeting Assistance: Attends weekly BEST team meetings in addition to select stakeholder meetings, takes detailed meeting notes and keeps track of action items and stated next steps. Assists with meeting preparation and follow-up.
• Materials Management Support: Organizes team documents and materials in OneDrive and other platforms. Supports the team as necessary with incorporating and reconciling changes to documents as well as with proof reading and formatting.
• Special Projects: Provides support in preparing scheduled reports, coordinating mass communication, editing, formatting and finalizing materials, team onboarding and other projects as needed.
• Continuous improvement and growth: Participate in activities to gain exposure to various aspects of BEST and to engage in coaching and other professional development activities.
• Maintains office equipment, supplies and coordinates IT support.
• Works closely with other members of the GKFF support team to ensure seamless coordination across teams.

REQUIREMENTS & QUALIFICATIONS

Education
• Bachelor’s degree is required.

Proficiencies
• Ability to work independently in Microsoft Outlook, Word, Excel, Power Point and Adobe Pro.
• Multi-line phone system.
• General office equipment: fax, photo copier/scanner, laser printer.
• Detailed, clear, and concise note-taking
• Detail-oriented
**Personal characteristics**

- A commitment to taking on bold and ambitious initiatives in order to tackle intergenerational poverty and significantly expand opportunities for the children and families of Tulsa
- Ability to perform and adapt in a fast-paced, start-up environment with ongoing refinements to processes and scope of work based on the mission of BEST and lessons learned during implementation
- Basic knowledge of the issue of intergenerational poverty GKFF is working to address and the promise of focusing on the earliest years of a child’s life in order to significantly improve a child’s chance at success in life
- Commitment to personal and professional growth and development and the ability to incorporate feedback from a wide range of sources into continuous improvement efforts
- Excellent interpersonal and relationship-building skills and sound judgment, with an emphasis on:
  - Collaborating with peers and a wide range of partners using a solutions-oriented, strength-based approach;
  - Using appropriate judgment to determine how to engage with peers and partners as well as to manage up;
  - Influencing others without formal supervisory authority;
  - Actively listening to and empathizing with others; and
  - Cultural competency: Empathy and ability to build rapport with individuals from various cultures, experiences and backgrounds.
- Able to multitask while maintaining efficiency, establish priorities and proceed with objectives with limited supervision.
- Proactive and able to anticipate needs and issues.
- Excellent work ethic, takes pride in their work, and pays close attention to detail, self-starter.
- Professionalism, able to establish and maintain positive working relationships internally and externally.
- Effective verbal and written communication skills.
- Highly organized, able to establish and maintain office organization.
- Willing to learn in both formal and informal settings.

**Experience**

- 2-5 years related experience preferred

Birth Through Eight Strategy is a program through George Kaiser Family Foundation, the supporting organization of Tulsa Community Foundation.

Please mail, e-mail or fax resumes by **Friday, November 10th** to:

Katie Oliver  
7030 S. Yale Avenue, Suite 600  
Tulsa, Oklahoma 74136  
koliver@tulsacf.org  
918-494-9826 (fax)

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*If you have a difficulty applying for any job posted on Tulsa Community Foundation’s website because a disability prevents you from using the online system, Tulsa Community Foundation offers the following alternate application procedure:*  
Contact Human Resources at 918-494-8823, and TCF will arrange for an alternate method of applying and will consider your application together with all other applications received for the job. Please call only for such application assistance.