



## EAST Job Description

**Job Title:** Program Coordinator for Facilitator Services

**Department:** Program

**Reports To:** Senior Director of Program Services

**FLSA Status:** Exempt

**Salary Grade:** 26

**Safety Sensitive Position:** Yes

**Approved Date:** February 17, 2026

**Summary:** The Program Coordinator for Facilitator Services partners with the Sr. Director of Program Services to ensure the quality, consistency, and effectiveness of EAST programs. This role focuses on facilitator success and experience by supporting, evaluating, and continuously improving systems tied to site visits, professional development, and ongoing program support. The Program Coordinator owns and manages feedback, data, and processes that inform program quality and collaborates with staff to strengthen EAST training, support services, and relationships with school personnel in support of EAST's mission.

### Essential Duties and Responsibilities:

- Develop and manage systems, timelines, and reporting processes related to EAST site visits, in collaboration with the Senior Director of Program Services.
- Plan, schedule, and conduct on-site and virtual program evaluations to assess program quality, implementation, and facilitator experience.
- Maintain standardized site visit tools, documentation, and reporting processes to ensure consistency, accuracy, and usefulness of data collected.
- Provide insights and actionable recommendations related to EAST programs, facilitator support, and Professional Development to the Senior Director of Program Services and EAST staff.
- Foster relationships through various means of communication with EAST facilitators, school administrators and other stakeholders to further the mission of EAST
- Identify, research, and share relevant resources, supports, and opportunities that enhance facilitator success and program quality.
- Assist with the planning and delivery of EAST Professional Development.

### Secondary Duties and Responsibilities:

- Collaborate with staff to support the planning and delivery of the annual Conference and other organizational events.
- Implement management and support for EAST grants as needed.
- Represent the interests of the EAST Initiative at events, meetings, and partner engagements.
- Develop and assist with EAST budgets as needed.
- Coordinate with other staff to accomplish special projects
- Other duties as assigned

### Supervisory Responsibilities:

- None

### Education and/or Experience:

- High school diploma or equivalent
- College degree required.
- Specialized training or certification and experience in an educational setting
- Current Teaching Certification preferred
- EAST classroom Facilitator experience preferred
- Knowledge of EAST methodologies and experience in EAST classrooms strongly preferred.

