

Frameworks

Seeking Education Program Specialist (Grants Coordinator)

Want to make a difference? Join our team at Frameworks and be a part of building a stronger community.

Frameworks of Tampa Bay, Inc. is a fast-growing, impactful non-profit, with a mission to empower educators, youth services professionals, and parents and guardians with training, coaching, and research-based resources to equip students with emotional intelligence. We are looking for teammates to join our close-knit, like-minded, and whole-child focused staff. You will support students, educators, and families in a proactive and supportive approach that empowers our partners with the tools and strategies to enhance social and emotional skills in the Tampa Bay community.

Position Summary:

Seeking a full time Education Program Specialist (Grant Coordinator) is to provide services outlined in fiscal year program deliverables by implementing high-quality, evidence-based programming to partner schools using an array of best practices identified by Frameworks of Tampa Bay, Inc. This role will include coordination of program-specific grant deliverables/requirements with relevant partners. The Education Program Specialist (Grants Coordinator) will build and maintain positive relationships with program partners and school communities (grades preK-5). Will develop strong rapport with teachers, administrators, and parents through professional development, coaching support, modeling, and the provision of appropriate resources and supports according to grant guidelines. This position reports directly to the Chief Program Officer and works closely with all Education Team members to ensure best practices, consistent programming, and completion of all approved deliverables in a high-quality manner.

Position Requirements:

- Minimum Bachelor's degree in education, training, public or mental health administration/mgmt., or other related experience. PreK-12th grade experience highly preferred.
- Grants management experience required.
- Experience with social and emotional skills, tools, and strategies a plus.
- Strong organization, oral and written communication skills, and the ability to work effectively and collaboratively as a team member.
- Knowledgeable and experienced in Word, Excel, PowerPoint, and Zoom Meeting/Webinar.
- Bilingual ability a plus.
- Competitive benefits and salary.

