**Coordinator, Competitions Operations**

**(Project Coordinator)**

The Mathematical Association of America is the world’s largest community of mathematicians, students and enthusiasts. We further the understanding of our world through mathematics because mathematics drives society and shapes our lives. Our mission at the MAA is to advance the understanding of mathematics and its impact on our world and we do so through our values of, Community, Inclusivity, Communication, and Teaching and Learning.

Working at the MAA means that you will be joining a dynamic and dedicated team where your contributions will be encouraged and appreciated.  We offer a full array of highly competitive benefits, and are located within a desirable Washington, DC location.

## Job Summary:

The Coordinator for Competitions Operations provides support and project coordination to the MAA Competitions Department while reporting to the Manager of Competitions Operations.

# Job Responsibilities:

To perform this job successfully, an individual must be able to understand the strategic goals of the Competitions Department and support execution of these goals. They must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet MAA business needs.

This role will provide overall support of business processes, coordination, and execution for:

* M-Powered site development
  + Collaborate with the Marketing and Communications team to develop design concepts and communications plan
  + Partner with Communications to manage updates to social media and the MAA Competitions webpages
  + Monitor and assist with online outreach and promotion on social media sites
  + Support virtual event planning and execution of student and teacher communities
  + Correspond with partners, community, and stakeholders professionally and effectively
* Operations for our annual summer program - Mathematical Olympiad Program (MOP)
  + Operational and logistical support for 60 national, 20 international students, either virtually or in-person
  + Coordinate details with instructional and residential staff
  + Ensure paperwork and proper documentation is received from students
* Acting as a liaison between Competitions and the Communications team
  + Support execution of the MAA Competitions marketing and communications goals and initiatives
  + Provide clear and concise email content, confirming accuracy with AMC processes, to Communications for generation of email text and graphics; work with Communications to load and distribute
  + Partner with Communications to generate ideas to increase revenues
  + Support creation and execution of timelines between teams
* Competitions’ support of Development initiatives
  + Assist in managing partner relationships and providing feedback on potential funders
  + Support the development of the strategy and timeline for newly-funded Competitions programs
  + Execute against timeline as agreed upon in strategy
* Presence at conferences and events (including annual Olympiad ceremony)
  + Generate ideas on sessions, talks, and meetings to be held at annual conferences that support brand visibility while meeting strategic goals
  + Work with editorial boards in executing new programs at MAA and other conferences
* AMC Partnerships
  + Identify other STEM partners to work within support of meeting strategic goals
  + Foster current and new relationships with partners
  + Identify mutually beneficial exchanges and execute tasks
* Research projects
  + Review partnership contracts
  + Create and execute tasks in timelines
  + Review and analyze data
  + Support and edit research reports
* General and administrative departmental operations
  + Respond to inquiries in departmental inbox and forums
  + Update departmental timelines 6-months out annually
  + Track documentation
  + Maintain online documentation systems

**Minimum Qualifications**

To perform this job successfully, an individual should possess the knowledge, skills, and abilities listed and meet education, training and/or work experience requirements.

##### Education

* Bachelor’s degree required.

Experience

* 3+ years of project management experience required.

##### Knowledge, Skills, and Abilities

* Exceptional communication and interpersonal skills, both written and verbal.
* Strong grammatical skills for proofreading and editing.
* Proficiency with MS Office Suite and other technology including web-based systems (i.e. Google Docs, AMS systems, intranet administration, Adobe Suite). Preferred experience with LaTeX.
* Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
* Ability to exercise sound judgment, use discretion, and maintain confidentiality.
* Ability to maintain cooperative and mutually beneficial relationships.
* Ability to handle matters expeditiously and proactively, and follow through on projects to successful completion, often with deadline pressures.
* Ability to work effectively as an individual contributor and as a highly resourceful team player.
* Demonstrates the highest level of customer/client service and response.
* Forward looking thinker, who actively seeks opportunities and proposes solutions.
* Demonstrates problem-solving and decision-making capabilities.

## Working Conditions

* General office environment.
* Occasional weekend/evening work to attend meetings and conferences
* Limited travel (<5%)

Equal Opportunity Employer