Wisconsin Public Education Network (WPEN) Coordinator

The Coordinator for the Wisconsin Public Education Network (WPEN) will be responsible facilitating activities of the Network. Wisconsin Alliance for Excellent Schools (WAES) is responsible for the fiduciary oversight of the WPEN coordinator. This initially is a half time, consultant position.

- WPEN is a collaboration of individuals and groups committed to the Wisconsin value of free, public schools funded to meet the needs of all students in our communities.
- WPEN serves as a facilitator, collector, and source for data and information relating to maintaining and continually improving the quality of public education in Wisconsin.

Major Responsibilities

1. Help facilitate the establishment of public education community grassroots groups.
2. Help coordinate/track activities of WPEN members.
3. Facilitate WPEN meetings.

Specific Duties

NETWORK MEETINGS
- Help develop agendas.
- Facilitate meetings.
- Track action items and help identify goals.

RELATIONSHIP-BUILDING
- Create and participate in opportunities to expand our reach, meet new potential supporters, and generate new partners.
- Assist in the establishment of public education grassroots groups when needed.
- Arrange training and educational opportunities for network partners.
- Be in contact with member organizations to make sure the work of WPEN is coordinated.
- Communicate with legislators on issues according to the decision of WPEN partners.

MOBILIZATION
- Assist in development and lead execution of a plan for engaging members.
- Write action alerts and create other tools to outreach to our members.
- Recruit participants and speakers for press conferences, hearings, and other events.
- Lead social networking planning and activities for the organization and work with WPEN’s social media consultant.

FUND-RAISING
- Devise an ongoing fund-raising plan to assure the sustainability of the Wisconsin Public Education Network.

Qualifications
• Commitment to excellent public schools.
• Knowledge of Wisconsin’s school funding formula
• Experience in community organizing and ability to create and maintain strong relationships.
• Demonstrated leadership and ability to work with a statewide, diverse coalition.
• Demonstrated ability to set priorities, use time efficiently, and meet deadlines.
• Active listener, analytical thinker, problem solver.
• Excellent oral and written skills.
• Understanding of fund-raising.
• Ability to occasionally travel.

**Salary**
- Negotiable and dependent on experience.

**To apply**
- Send resume **as soon as possible** to Ellen Lindgren @ ellenmlindgren@gmail.com
- Interviews will begin in early January, with intention to begin work in January.
- For more information, please call Ellen Lindgren at 608 217 5938