



Education Coordinator Global Village Project

Global Village Project was founded in 2009 as a model for innovative, equitable refugee education. As the only school in the U.S. for refugee girls, we aim to remove the barriers to students' learning and amplify their voices as creative young leaders. Our full-day academic program serves 40-50 refugee young women from Clarkston, Georgia, and is designed specifically for their needs as English language learners, with trauma-informed practices and restorative justice at its center. We are a team of educators, of lifelong learners, and of people who care deeply about girls' education, and together we are building a multicultural, multilingual community of students and staff.

ABOUT THE ROLE

As GVP's **Education Coordinator**, you will work closely with our team of educators in service of the day-to-day function of the school, leading administrative and logistical tasks with the goal of providing clearly communicated, streamlined, and thoughtful support. While this role is largely behind-the-scenes, your work will be critical to our student-centered mission. A great fit for this role is passionate about supporting the operational needs that make our program possible. This role reports to the Director of Education & Programs.

Your key responsibilities include:

- Organize and maintain student records (digital and on paper) and disseminate relevant information as needed (e.g. new student applications, immunization records, progress reports)
- Lead communication, coordination, and execution of scheduling and transportation for field trips and off-campus events
- Create schedules and provide supporting materials for special events (e.g. intake week, enrollment day, family conferences, student performances, career week, graduation)
- Coordinate testing schedule, order testing materials, ensure teachers are properly prepared to proctor tests, and return completed testing materials to testing agency
- Order materials for education team, including books, instructional materials, and lunch for students

- Assist Director of Education & Programs with communication and administration of federal title money (Title I, Title II, Title III, and Title IV funds)
- Coordinate with Director of Education & Programs and Director of Human Resources to recruit, hire, and communicate with education-related contractors
- Collect, arrange, and distribute education data (e.g. test scores, reading levels, math levels) for teacher interpretation and use
- Manage Jupiter, our online platform for capturing student data (grades, attendance, contact information, etc.)
- Coordinate data reporting and compliance of federal grants RSIG (Refugee School Improvement Grant) and RYMP (Refugee Youth Mentoring Program)
- Coordinate with IT contractor to distribute and support student technology (e.g. iPads and Chromebooks)
- Communicate and collaborate effectively with the education team
- Contribute to a culture that values community, collaboration, and lifelong learning.

ABOUT YOU

- We're looking for someone who will be **excited to work in a small, highly-collaborative team**.
- You need to be highly organized, efficient, and detail oriented.
- While this role is largely behind the scenes, you should be **someone who enjoys young people** - their energy, their self-agency, and all that brings.
- You need to be **process oriented and a systems builder**.
- You need to **bring a lens of cultural humility**. We are a team that cares deeply for one another, and that constantly strives to encourage and hold one another accountable to our culture agreements and core values.

Ideal candidates will also have:

- Experience in educational and school settings.
- Interest in building systems, processes, and communicating them clearly to a team.
- An understanding of how logistics and operations make impactful schools possible.
- Passion for empowering and educating refugee young women who face structural barriers to their education.
- Proficiency working with multilingual, multicultural communities.
- Self-motivated and proactive commitment to ongoing learning and improvement, both as an individual and as part of a whole staff team.

Does this sound like you?

If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway! We take a holistic approach to all of our hiring practices, believing in the power of lifelong learning, and want to hire those who best align with GVP's mission and values.

DETAILS & BENEFITS

Location: This position is onsite at our campus in Decatur, GA.

Job Type: Full time, non-exempt

Salary: \$43-45k annually, commensurate with experience.

GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, social justice, and service. The position requires a criminal background check. Primary elements of the benefits package include:

- 20 days of paid time off per year in addition to ~30 paid staff holidays, with additional flexibility during summer
- Health insurance, including optional dental and vision coverage, combined with an additional Health Reimbursement Arrangement plan
- SIMPLE IRA Retirement Plan with 2% guaranteed employer contribution
- Paid parental leave
- Life insurance
- Support for professional development opportunities

HIRING PROCESS

Interested candidates should upload their resume and cover letter to the [Education Coordinator Application Form](#).

Applications will be reviewed beginning October 12, 2026. Interviews will include a Zoom screening followed by an in-person visit to GVP for an in-person interview with the Director of Education & Programs and members of the Education and Operations Teams. A work sample may be required. Our hope is to fill the position for a start date on or around November 16, 2026.

GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, or sexual orientation.

We are committed to creating access for all qualified individuals in the hiring process, including but not limited to those with disabilities. If you require reasonable accommodation(s) to participate in the application or interview process, please contact hiring@globalvillageproject.org.