



# The Institute for Social and Emotional Learning

*Empowering Educators. Transforming School.*

Professional Development for K-12 Educators, Counselors and Administrators

## Materials Coordinator

**Deadline for Applications:** July 16, 2021

**Title:** Materials Coordinator  
**Hours:** Variable, 2-6 hours per week with predictably heavy periods.  
**Pay:** \$20/hour  
**Location:** Remote position – located in SF Peninsula/San Mateo  
**Start Date:** As soon as possible

The Institute for Social and Emotional Learning (IFSEL) empowers educators, young people, and parents to transform their schools into caring, inclusive communities. Since 2009, we have designed and led professional development Institutes, Workshops, and Consultations with 7000+ educators, from over 700 schools in the United States and abroad.

Our small, international team is looking for a part-time highly organized and flexible person to support our work with schools as our new Materials Coordinator. This position plays a key role to ensure that all IFSEL materials are organized and delivered to our clients in preparation for all IFSEL events. This position can be based in the San Francisco Peninsula area and requires working from home and travelling to IFSEL's Storage Unit in San Mateo.

### Key Responsibilities include:

- Overall management of all IFSEL materials and IFSEL's storage unit.
- Manage, refine and update IFSEL's inventory of materials to monitor stock and purchase or reorder when necessary.
- Add to and set up efficient shelving, bins, files, etc., in storage unit as needed.
- Create selected materials (lengths of wire, colored circles, folded papers, etc.)
- Work with IFSEL's Directors to source new suppliers for existing and new materials needs.
- Keep abreast of calendar of events (Institutes, Workshops, Consulting engagements) and locations and working with IFSEL Team to coordinate sharing and transfer of materials, keeping an eye on the big picture of overall needs.

- Prepare and pack materials for consulting contracts, Institutes and Workshops including delivery to IFSEL Team Member's homes or shipment to client school.
- Coordinate return collection/shipment from client school or IFSEL Team Member's homes where necessary and unpack supplies back at IFSEL's storage unit.
- Work with relevant Director to support collection, collation, delivery and/or shipping of printing materials for consulting contracts.
- Potential to also work to support creation of packets/documents for educators (depending on skills and availability).

### **Required skills/experience**

- Excellent organizational skills, including ability to manage multiple projects at the same time
- Strong attention to detail
- Excellent verbal and written communication skills
- Demonstrates ability to meet deadlines and manage materials storage unit (including being a key holder)
- Full clean driver's license and access to car
- Ability to pass a background check
- Willingness to travel to San Mateo, Half Moon Bay, and Portola Valley as required (mileage to be reimbursed).
- Proficiency with Microsoft Office Suite (Word, Excel, Powerpoint) and/or Google Drive (Google sheets, forms and shared documents, as well as Google calendar); and Dropbox is a plus

### **Application Instructions:**

Please send resume and short covering letter/email explaining your interest in this role to [jobs@institutehorsel.net](mailto:jobs@institutehorsel.net)

For an informal conversation about the role in advance of applying, please email us at the above email address.

### **About the Institute for Social and Emotional Learning**

The Institute for Social and Emotional Learning empowers educators, young people, and parents to transform their schools into caring, inclusive communities. We work with schools all over the world, and our team is passionate, fun, and committed. Our office is "virtual" and we span several time zones. This position requires both an ability and willingness to work independently and also to interface with various team members in a young organization that is growing.

There are some times of year that are predictably busy and/or less busy. Higher needs months include, but are not limited to, March, June, August, and October.

We hope to be drivers of change, and believe having a team of diverse backgrounds will enable us to strengthen our impact for others. IFSEL is proud to be an equal opportunity employer, and is committed to providing employment opportunities regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, pregnancy, childbirth and breastfeeding, age, sexual orientation, military or veteran status, or any other protected classification, in accordance with applicable federal, state, and local laws.

For more information about the organization: <https://www.instituteforsel.net/>