An invitation to apply for the position of
Production Coordinator
Collaborative for Academic, Social, and Emotional Learning Chicago, Illinois
Posting Date: December 2022

Organizational Summary

The Collaborative for Academic, Social, and Emotional Learning (CASEL), is a nonprofit organization based in Chicago, and a trusted source for knowledge about high-quality, evidence-based social and emotional learning (SEL). CASEL’s mission is to help make evidence-based SEL an integral part of preschool through high school education across the country. We are transforming American education through SEL by collaborating with leading experts and supporting districts, schools, and states nationwide to drive research, guide practice, and inform policy. Together, we are enabling all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

With committed and growing philanthropic funding and a cohesive strategic plan, CASEL is endeavoring to:

- Support the implementation and document the impact of systemic SEL in large school districts and socio-demographically diverse school districts across this nation.
- Capture, refine, and test the learnings to advance the research base for the process of implementing systemic SEL and share that knowledge broadly.
- Identify and evaluate interventions and assessment tools to accelerate high-quality implementation of SEL nationwide.
- Partner with SEL program providers, colleges of education, professional organizations, school districts, and researchers to support scaling of SEL.
- Promote federal and state policies that encourage academic, social, and emotional learning.
- Strategically communicate to foster widespread demand for SEL as an essential part of students’ education at the classroom, school, district, state, and national level.

Position Description

The Collaborative for Academic, Social, and Emotional Learning (CASEL) is seeking a Production Coordinator to support the creation of CASEL-hosted digital and in-person events, including
webinars, professional learning opportunities, and conferences, and to maintain the platforms used to host CASEL’s digital programming. This is a full-time, remote position requiring regular (2-4 times per year) travel to support CASEL’s in-person gatherings. The Production Coordinator reports to the Senior Project Manager and will collaborate with all of CASEL’s teams—Research, Policy, Practice, Communications, and Development.

**Key Functions**

- Coordinate with members of CASEL’s content teams to facilitate virtual and in-person convenings and on-demand SEL video content
- Provide live event production support, including the setup of virtual meeting or webinar platform, host and co-host assignments, passcodes, headshots and bios for presenters, registration, closed captioning, Q&A, polls, and other needs as required
- Edit, upload, and format all digital event materials (video, presentation slides, recommended resources), to various online platforms and Learning Management Systems (e.g., Thinkific, Wordpress, Vimeo, Circl.es)
- Manage education event calendar to ensure department leaders are aware of speaking engagement opportunities
- Provide scheduling, coordination, and live technical support to event facilitators, panelists, and participants
- Serve as the primary point of contact for event and online course registrants; manage multiple email inboxes and respond to inquiries
- Provide internal meeting and pre-production support, including agenda and facilitator guide creation, note-taking and task management in Asana, identification of action steps, and follow up communications
- Provide technical support and assistance to project teams on various online platforms and Learning Management Systems
- Create and maintain comprehensive process documentation and user guides
- Perform other related duties and participate in special projects as assigned

**About You**

You are a collaborative and proactive problem solver, able to tinker with various digital technology platforms to optimize CASEL team use and external user experience.

**Qualifications**

- 2-3 years of successful professional experience
- Commitment to equity and CASEL’s mission
- Excellent customer service skills
- Proficiency with video editing and captioning
- Proven ability to learn and successfully manage multiple digital tools and online platforms:
  - Required: Proficiency in GSuite, Microsoft Office Suite, Zoom, Asana
Preferred: Experience using Thinkific, Blackboard, or similar Course Management System; iMovie, Adobe Premier, or similar video editing software; Calendly or Doodle; Poll Everywhere; Slido; Streamyard; Salesforce or another CRM system; Canva

- Ability to work independently and as a member of a team
- Good judgment with the ability to make timely and sound decisions
- Ability to effectively communicate both verbally and in writing
- Ability to manage multiple responsibilities, prioritize, and meet deadlines
- Flexible mindset with the ability to resolve ambiguity
- Capacity and eagerness to learn complex information and processes

Compensation

This is a full time, exempt, benefits eligible position. CASEL offers competitive salaries commensurate with experience and certifications.

To Apply

Please submit a cover letter and resume that includes references to careers@casel.org. Please include the position title in the subject line of your email, and in your cover letter, mention where you heard of this position.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.