



## **Selections Coordinator Position Description**

The Jefferson Scholars Foundation is seeking a detailed oriented Selections Coordinator to join its growing team. This role will support the execution of the Foundation's various undergraduate and graduate selections processes. Working closely with the Assistant Director of Selections, the Selections Coordinator will be responsible for supporting selection operations, maintaining strong communication with external stakeholders, and assisting with data management and administrative projects throughout the selection cycle. The ideal candidate will have experience in volunteer management, customer service, and/or communications.

The Selections Coordinator must demonstrate exceptional attention to detail, critical thinking and creative problem-solving skills, strong organizational skills, and the ability to communicate professionally with all constituents. The role requires a collaborative mindset and a commitment to supporting the broader goals of the Programs Team.

Primary Responsibilities include:

- Coordinate the undergraduate regional selection and graduate selection committee processes, including scheduling, communications, facilitation of in-person and virtual interviews, and logistics in collaboration with the Assistant Director of Selections and other Program Team Members.
- Organize materials and timelines for committee activities.
- Provide guidance and support to volunteer selection committee chairs and members.
- Serve as a primary point of contact for nominees, applicants, and nominators regarding the selection processes.
- Provide constituent support for all selection-related inquiries.
- Maintain detailed communication records and ensure consistent messaging across stakeholders.
- Conduct ongoing data entry, clean-up, and maintenance in the Foundation's database system during the off-season and throughout the cycle.
- Assist in generating reports and preparing analysis related to nominations and selection outcomes.
- Support and collaborate with the Assistant Director of Selections to ensure seamless operation of all selections-related efforts.

This is a full-time, in-person position with occasional weekend and evening responsibilities throughout the year.

### **Qualifications**

- Bachelor's degree required.
- At least two years of relevant experience in program coordination, volunteer management, and/or customer service.
- Excellent written and verbal communication skills.
- Strong interpersonal skills with the ability to maintain professional and courteous relationships with a wide variety of external and internal stakeholders.
- Exceptional organizational skills with keen attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); experience with Zoom, Teams, CRM or CMS systems, and project management systems a plus.
- Ability to manage multiple priorities and deadlines in a fast-paced environment.
- A collaborative, team-first approach with flexibility and a proactive attitude.
- Ability to maintain confidentiality and exercise sound judgment.

The Jefferson Scholars Foundation offers highly competitive salaries; an excellent comprehensive package of benefits including health, dental, vision, and life insurance; and a generous 401(K) retirement plan.

### **How to Apply:**

Review of applicants will begin immediately and continue until the position is filled. Please submit a cover letter, resume, and professional references to:

**Helen Dwyer**  
Vice President & Director, Operations  
Jefferson Scholars Foundation  
[info@jeffersonscholars.org](mailto:info@jeffersonscholars.org)