

Is this a strategy role?

No. This role focuses on execution, coordination, and systems management. You will translate strategy into reliable operations—not set the strategy.

What does success look like in this role?

- Programs run smoothly without last-minute issues
- Deadlines are met consistently
- Systems are clear, organized, and trusted by the team
- The Founder is no longer the coordination hub

How is this different from a typical program coordinator role?

This role requires ownership and judgment, not just task execution. You are expected to identify risks early, make decisions within guardrails, and improve systems—not just follow them.

What level of experience are you looking for?

We are looking for candidates who have experience managing systems and multiple workstreams—not just supporting them. Nonprofit experience is helpful but not required.

Is this a good fit for someone balancing multiple roles?

Only if you have consistent weekday availability during business hours. This role requires real-time coordination and is not designed for evenings or weekends-only work.

Is this a remote role?

This is a hybrid role based in the Greater Houston area, requiring both virtual and in-person availability.

What tools do you use?

We use Google Workspace, Zoom, Notion, Fireflies, and task management systems, along with AI tools to support documentation and reporting.

What is the expected workload?

The role averages 20–25 hours per week, with some fluctuation depending on cohort activity. Some periods may require closer to 30 hours.

What kind of person thrives in this role?

Someone who:

- Thinks in systems and sequences
- Takes ownership without needing constant direction
- Is comfortable working with ambiguity
- Values structure, clarity, and follow-through

What kind of person will struggle in this role?

Someone who:

- Waits for direction instead of acting
- Prefers strategy over execution
- Needs fully defined instructions before moving forward
- Has limited availability during business hours

Do I need nonprofit experience?

Not necessarily. What matters most is your ability to manage operations, coordinate across stakeholders, and maintain high-quality execution.

What is the hiring timeline?

We are moving quickly and will review applications on a rolling basis. Completing the full application is required to be considered.