



Position Description: E3 Alliance Talent Coordinator

Classification: Professional - Full Time, Exempt

Direct Supervisor: E3 Alliance Senior Director of Talent & Culture Development

About E3 Alliance

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

Our Core Values: Collaboration | Data-driven | Equity | Learning | Relentless

Job Overview

The Talent Coordinator is a key member of the Talent & Culture team, responsible for managing hiring, onboarding, offboarding, training, internships, and mentorship programs. This role also collaborates on improving internal systems, processes, and policies and handles various administrative and operational tasks.

A successful person in this position will have a firm understanding of operations and human resources systems and processes, with the ability to implement and manage both. This position requires the ability to work both independently and collaboratively, with strong leadership, communications, and organizational skills.

Duties and Responsibilities:

Talent – HR, Hiring, Onboarding & Offboarding

- Manage recruiting, hiring, onboarding, offboarding and administrative support processes.
- Ensure ACC (Austin Community College) and E3 Alliance procedures are followed in all hiring processes.
- Coordinate tasks and collaborate with the hiring managers throughout the hiring process, from job requisition to onboarding.
- Serve as the main point of contact for applicant communications and scheduling.
- Coordinate and schedule phone screens and interviews with applicants.
- Coordinate and support onboarding processes of new employees.
- Assist in planning, implementing, and managing the new hire mentor program.
- Collect and report applicant demographics and other HR metrics.
- Manage E3's Offboarding process collaboratively.
- Maintain organizational charts, staff lists, demographics, and staff-related metrics.

Cross-Departmental Facilitation

- Coordinate and manage communication, training, and implementation of an internship program with E3 staff and community partners.
- Collaborate on improving internal systems, processes, and policies.
- Manage and facilitate staff training on systems and processes as needed.
- Coordinate and recommend interim administrative support assignments for short- and long-term administrative vacancies (e.g., parental leave, FMLA, and job vacancies).
- Ensure policies, procedures, and employee toolkit are up to date in collaboration with the Senior Director.
- Assist with departmental goal-setting processes, employee development support, and establishing operational standards for E3.

Qualifications

Education level

- Bachelor's degree

Experience

- At least 3 years of experience with human resources, project management, operations, and/or administration.

Minimum Qualifications

- High proficiency in Microsoft Outlook, Excel, PowerPoint, Word, Google Drive and project management tools.
- Experience with Workday or other HRIS systems.
- Experience with project management.
- A positive attitude, motivation to help people reach their potential, and a drive to make a difference.

Required Skills

- Excellent written and verbal communication skills with the ability to listen and adapt messages.
- Discretion in handling confidential information.
- Ability to self-manage and complete tasks independently.
- Highly organized with the ability to manage multiple priorities and deadlines.
- Project planning and monitoring skills.
- Strong problem-solving and analytical abilities.
- Keen attention to detail.
- Ability to transform data into actionable, strategic decisions.
- Excellent interpersonal skills, including leadership, influencing, and relationship-building across functions.
- Ability to work collaboratively in a team environment.
- Proactive, resourceful, and self-motivated.

Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

- Salary range: \$70,000 - \$80,000 based on experience and expertise
- Health care and dental insurance, TRS (Teacher Retirement System) retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined period and is intended to be a full-time, ongoing position

To be considered for this position applicants must:

- Upload your resume and cover letter when submitting your ACC application
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)