



Project Citizen Technical Assistance Coordinator Request for Proposals

This is an exciting opportunity to:

- ✧ Transfer your knowledge of We the People: Project Citizen (PC) to new and existing PC teachers.
- ✧ Impact hundreds of youth by assisting them in their e-portfolio and showcase.
- ✧ Earn a **\$700 stipend** for doing something for which you have a passion.

Technical Assistance Coordinator Role:

The Technical Assistance Coordinator will serve as a liaison between the Arizona Bar Foundation and the schools/districts in Arizona for the purpose of assisting teachers in their Project Citizen program implementation. The Technical Assistance Coordinator will work closely with the Arizona Bar Foundation to effectively assist educators in Arizona. The Technical Assistance Coordinator will serve in this capacity from August – May of the fiscal year.

As a Technical Assistance Coordinator, you will...

- ✓ Serve as a **Liaison** between the Foundation and the educators participating in the program.
- ✓ **Encourage** educators to attend civic education training hosted by the Arizona Bar Foundation.
- ✓ **Contact** educators previously trained to encourage their participation in the program.
- ✓ **Assist** educators in their program implementation via phone, email, and in-person*.

**In-person assistance is optional*

Requirements to serve in this capacity:

- ✓ Working knowledge of the We the People: Project Citizen program
- ✓ Effective communication skills
- ✓ Ability to respond to PC assistance emails/phone calls within 2 business days
- ✓ Connections to multiple educators, schools, and/or school districts

Completing a Proposal:

Please complete (type) pages 2-3 and email the completed proposal to Deepika.Padmavati@azflse.org. Please note, this opportunity is dependent on the availability of funding.

Proposal Due Date: July 20.

For more information, please contact:

Deepika.Padmavati@azflse.org



Project Citizen Technical Assistance Coordinator

Proposal

Name: _____

Current Occupation: _____

School/District/LEA (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail Address: _____

School Year Submitting Proposal for: _____

We the People: Project Citizen Technical Assistance Coordinator Scope of Work

Scope of Professional Services: The Technical Assistance Coordinator will serve as a mentor to educators implementing the *We the People: Project Citizen* program and as a liaison between the Arizona Bar Foundation and Arizona schools/districts.

Project Citizen Mentor Responsibilities (Required)

The *We the People: Project Citizen* program educates students in grades 5-12 about the importance of public policy and how to enact change. The primary role of the Technical Assistance Coordinator is to encourage participation from teachers by mentoring them through the steps of Project Citizen. The following are the responsibilities relative to this goal:

- Mentor Arizona educators via email, phone, or in-person to assist them with their program;
- Contact previously showcasing educators to encourage returning to the program;
- Contact previously trained Project Citizen educators to encourage implementation of the program;
- Encourage educators to attend civic education trainings provided by the Foundation;
- Serve as a judge for the e-portfolios;
- Volunteer at the Project Citizen State Showcase; and
- Provide necessary documentation/supporting information to the Foundation and as needed for grant reporting purposes.

Documentation/Reporting (Required)

Submit the following documentation (template provided by the Foundation):

- End year report due **May 31**.
- Invoice due **May 31**.
- Alert the Foundation's Senior Director of Education Programs immediately and no longer than 24 hours about emergency situations requiring Foundation attention.

**We the People: Project Citizen
Technical Assistance Coordinator
Payment Matrix**

Technical Assistance Coordinator Payment Matrix	
Activity	Payment
Mentor current and new Project Citizen educators, market the Foundation’s civic education trainings, assist teachers in completing an e-portfolio, volunteer at the Project Citizen State Showcase, and encourage previously trained educators to implement the program in Arizona.	\$700

Materials

Stipend does not include the cost of materials associated with technical assistance. Reimbursement for copies, printing and all other materials are available upon prior written approval from the Arizona Foundation for Legal Services & Education.

Travel

Travel allowance, not included in the payment matrix, is available in some cases for specific travel associated with technical assistance. **Prior authorization** regarding travel expenditures is required.

Payment

One payment for the contract period will be disbursed upon completion of the delivered objectives and is contingent upon:

- Submission of a signed contract and W-9 form;
- Completion of the objectives in the scope of work and necessary documentation;
- Submission of an end year report due May 31;
- Submission of an invoice due May 31 for services provided during the period in accordance with the terms of payment (Exhibit B); and
- Availability of funding from grantors.

Payment Dispute Terms

If the Sub-Contractor has a dispute with the Foundation regarding payment or obligations set forth in this contract that has not been resolved after communication efforts have been exhausted with the Foundation’s Senior Director of Education Programs, the Sub-Contractor may contact the Executive Director/CEO in writing to state their concern, attempts made to reach the resolution and desired resolution not reached.