

LEARN



ADMINISTRATIVE OPERATIONS

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LEARN's Administrative Operations Hub is a comprehensive service offered by our regional educational service center. We recognize the unique administrative needs of educational organizations and provide efficient and tailored support to those within our region. LEARN's team is committed to ensuring the smooth operation of administrative functions to allow your team to focus on delivering high-quality programs and services to students.

Communications & Marketing

Produce advertisements; Generate press releases; Develop handbooks; Organize events; Build infographics, brochures, and sell sheets; Create social media campaigns; Conduct an audit of an organization's website; Set up an organization's brand identity

Facilitation

Clarify purpose and objectives for groups; Plan logistics; Create a positive group environment; Set ground rules; Manage group dynamics; Allocate time; Guide decision making; Provide follow-up resources

Grant Writing

Craft a compelling narrative; Develop a statement of need; Help define goals and objectives; Outline strategies and methods; Measure successes; Generate a budget; Build a sustainability plan; Ensure application requirements are met; Collect related data; Organize and conduct the project evaluation

Project Management

Identify stakeholders; Develop a project plan; Schedule resources; Communicate project information; Execute tasks; Ensure deliverables are high-quality; Track progress; Complete all necessary documentation

Stakeholder Survey Development

Help identify purpose and define the target audience; Set objectives; Research questions; Guide survey methodology; Design and distribute the survey; Analyze and interpret the data; Generate reports

Strategic Planning Facilitation

Help clearly define the organization's aspirations and purpose; Conduct an analysis of the organization's assets; Establish goals and objectives; Examine the internal and external context; Gather input and feedback; Establish a communication plan; Schedule periodic progress reviews

Website Review

Review quality of content and content structure; Assess the placement and effectiveness of Calls-to-Action; Ensure ADA compliance; Evaluate user experience

MISSION

As a regional educational service center, we:

- pursue equitable and just systems of education,
- build the skills and knowledge of the educational community, and
- design innovative, efficient, and effective programs, services, and solutions.

44 Hatchedts Hill Road, Old Lyme, CT 06371



VISION

To ensure that each child has access to high-quality public education and opportunities through equitable systems of education, support, and service.

We are committed to forging a better future for each learner.

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