



Project Associate

The Broad Center for the Management of School Systems Knowledge Networking Systems

THE OPPORTUNITY

The **Project Associate for Knowledge Networking** will support the development, launch and adoption of KNS on behalf of the collaborative. This includes executing on strategies to drive high quality contributions, analyzing usage trends to identify areas of content and technological modifications to increase adoption, and technological administration of the site. The position can be based in either Oakland, CA or Los Angeles, CA.

This is a full time; salaried exempt position based in either Los Angeles or Oakland, CA. Limited travel (10%) is required.

DUTIES AND RESPONSIBILITIES

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

Responsibilities include, but are not limited to:

Site adoption

- Work with Deputy Director of Knowledge Networking to develop plan to drive adoption and contribution to the KNS, including strategies to encourage user-generated content, leverage technology for ease-of-use, communications to the network, etc.
- Provide feedback on and assist in the implementation of strategies developed above to keep the community vibrant and active with new programs, promotions, etc.
- Develop weekly or monthly reports that summarize activity in the community, gather feedback across the network, and provide meaningful analysis and recommendations to adjust adoption strategies as needed
- Work effectively with a network of active users who help support the KNS

Software Systems

- Administer the site for day-to-day needs
- Leverage feedback and usage statistics to make and prioritize recommendations on how to adapt the functionality of the site to encourage adoption and make a better user experience
- Work with technology consultants on major site modifications
- Work with users to answer any technical questions

Site content

- Push usage of the site by posting relevant content, answering questions on discussion boards, or posing questions to solicit information
- Work with Deputy Director of KNS to develop and execute plan to source content from users and organizations, including providing thought leadership on what types of content would be most relevant/needed by network members
- Collect and analyze documents to post by doing online research, reviewing assignments submitted by participants of each of our programs, etc.

REQUIRED SKILLS, KNOWLEDGE, ABILITIES, AND COMPETENCIES

- Bachelor's degree at a minimum. Three or more years of professional work experience.
- Technology implementation expertise a plus, or experience with social networking, knowledge management, online community moderation
- Superb problem-solving and project management skills
- Strong quantitative and qualitative analytical skills with ability to derive trends
- Excellent attention to detail
- Experience with or familiarity with K-12 education issues of interest to school systems leaders
- Outstanding oral and written communication skills
- Demonstrates ability to execute and achieve results
- Ability to work well under tight deadline pressure
- Strong team player that is able to work in a collaborative nature
- Demonstrated ability to learn quickly
- Proficiency with Microsoft Excel
- Superb verbal and written communication skills

COMPENSATION

Salary is commensurate with skills and experience; Excellent benefits including health, dental, vision and a comprehensive 401k retirement savings plan.

BACKGROUND

Established in 2001, The Broad Center (TBC) identifies talented leaders from education, business, the military, nonprofit organizations and government who have the passion, knowledge and skill to take on executive leadership roles in urban education.

TBC has joined Education Pioneers (EP), and Strategic Data Project (SDP) to form a collaborative to bring greater analytic talent and strengthen decision-making in the sector. We are collaborating on activities including talent recruitment, curriculum and training, development of tools for use across organizations, and networking events. A key part of this collaborative is the development of a Knowledge Networking System (KNS). This site will provide a common portal where network members can a) identify and connect with others working on similar projects b) request and share benchmarking information, documents, and tools, c) and find jobs/talent for education management roles requiring the strategic and analytic skills common in this network.

Ultimately, we believe that the KNS will allow for implementation of education reforms to happen faster, because our current network of education reformers will be able to access information more efficiently and because it will further build the cadre of leaders to serve in school systems. The KNS will serve our combined network of 1700 individuals and will scale as our programs scale to a network of 2400 by the end of 2014. This exciting new role will work at the intersection of three leading organizations to bring this system to life.

The Broad Center for the Management of School Systems

The mission of The Broad Center for the Management of School Systems is to raise student achievement by recruiting, training and supporting executive leadership talent from across America to become the next generation of urban school district leaders. The Broad Center produces a portfolio of leadership development programs including The Broad Superintendents Academy and The Broad Residency in Urban Education. More information can be found at www.broadcenter.org.

Education Pioneers

Education Pioneers is a groundbreaking national nonprofit organization that accelerates education reform by attracting and developing top leaders, managers, and reformers to ensure a thriving public education system. Public education needs great people at all levels - from the classroom to the district office to state and federal government - and by creating a broad, deep bench of top talent to accelerate reforms outside the classroom that will transform the system, Education Pioneers ensures high student achievement and success. With a mission to identify, train, connect, and inspire a new generation of leaders dedicated to transforming our educational system so that all students receive a quality education, Education Pioneers has been building a nationwide network of education change agents outside the classroom since 2003.

Strategic Data Project

Since 2008, SDP has partnered with school districts, charter school networks, and state education agencies to bring high quality research methods and data analysis to bear on strategic management and policy decisions. Housed at the Center for Education Policy Research (CEPR) at Harvard University, SDP was formed on two fundamental premises: (1) policy and management decisions can directly influence schools' and teachers' ability to improve student achievement; and (2) valid and reliable data analysis significantly improves the quality of decision making. Our theory of action is that if we bring together the right people, assemble the right data, and perform the right analysis, we can improve the decisions that leaders make such that student achievement improves significantly.

TO APPLY

Interested candidates should apply with a letter of interest and resume to Jerry Gonzales, Deputy Director of Operations at www.broadcenter.org/sf/career.php. Employment is contingent on a writing sample and a satisfactory background check. We will only contact applicants chosen for further consideration.

The Broad Center engages employees without regard to race, color, religion, creed, age, gender, marital status, sexual orientation or any other characteristic covered by law. All who believe they meet the stated qualifications are invited to apply. The Broad Center is an equal opportunity employer.