



**position available**

**Position** Summer Associate, Information Systems  
**Schedule/Status** Short Term, Temporary Employee  
**Duration** Ranges from 3-5 months, depending on project  
**Location** Los Angeles, CA  
**Reports to** Assistant Director, Information Systems

**About the Organization**

The Broad Center for the Management of School Systems is a nonprofit organization that recruits, trains and supports talent leaders from across America to transform urban public school systems. For generations, Americans have called public education “the great equalizer.” But in too many places, our school systems are not living up to that promise. Instead, outdated, inefficient bureaucracies too often exacerbate inequities and get in the way of good teachers’ ability to do great work. Driven by the belief in the power of public education and inspired to make a difference, a growing network of experienced leaders and managers are taking on the challenge. The Broad Academy and The Broad Residency in Urban Education prepare these professionals to put their skills and know-how to work making student learning the primary driver of every central office dollar and decision. By targeting resources where they are needed most, efforts of Broad Center alumni are helping improve the learning outcomes and life chances of the students they serve. In public school districts, charter management organizations and even state and federal departments of education, more than 500 members of The Broad Center’s alumni network are working with educators, parents and community leaders to help their schools soar. Regardless of the setting, for each one of them, the goal is the same: Make public education systems more effective, more efficient and more equitable so that every student receives a world-class education. For more information, visit our website at [www.broadcenter.org](http://www.broadcenter.org).

**About the Position**

The summer associate role is an ideal opportunity for a detail-oriented person interested in building integrations across multiple web platforms. This role requires strong project management, communication and critical thinking skills. The summer associate will report directly to the assistant director of information systems on the Headquarters & Strategic Initiatives team and will be responsible for developing information systems integrations. The Broad Center’s Headquarters team supports more than 40 full time staff, fellows, interns and temporary employees.

Our mission is to positively impact millions of children by improving K-12 public education. This is a difficult mission and requires the dedication of tireless, creative, smart people who enjoy operating in a fast-paced environment. The ideal candidate is a self-motivated over-achiever with strong initiative who thrives on a small team as an individual contributor and team member.

**Responsibilities Include**

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. Below are examples of past or future projects and responsibilities.

- Design, document, build and test Salesforce custom objects, page layouts, workflows, alerts, reports and complex dashboards;
- Recommend and implement best practices with regards to system maintenance, development, configuration, testing and data integrity;
- Plan strategic information system integrations for The Broad Center, specifically for The Broad Residency team;
- Perform other duties as necessary to ensure organizational success.

**Qualifications**

- A passion for and demonstrated commitment to transforming K-12 public education; experience working in a school district, charter management organization, or state department of education a plus;
- Demonstrates growth mindset and constantly seeks challenges;
- Working towards a bachelor's degree in computer science or a related field;
- Strong technical acumen including:
  - Proficiency in at least one object-oriented language (C/C++, Java, etc.);
  - Familiarity with Web Development (HTML/CSS, Javascript, AJAX, etc.);
  - Familiarity with relational databases (SQL, PostgreSQL, SQLite, etc.);
  - Experience with Salesforce (or any CMS) a plus.
- Able to quickly understand how long tasks take to accomplish and effectively organize and prioritize tasks with the assistance of team members;
- Able to work with multiple stakeholders, be flexible with changing priorities and be comfortable working independently;
- Strong written and verbal communication skills;
- Self-driven and resourceful – Able to handle autonomy while maintaining accountability. Responds well to feedback and adjusts accordingly.

Employment is contingent upon a thorough background and reference check. You must be legally entitled to work in the United States.

**Compensation**

Paid Internship

**Exempt vs. Non-Exempt**

Non-Exempt

**To Apply**

[www.broadcenter.org/who-we-are/join-our-team](http://www.broadcenter.org/who-we-are/join-our-team)

**An Equal Opportunity Employer**

The Broad Center does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation or other characteristic covered by law with regard to employment opportunities. We will only contact applicants chosen for further consideration.

**Date Posted**

January 2017