



position available

Position Summer Associate I, Undergraduate
Schedule/Status Short Term, Temporary Employee
Duration Ranges from 3-5 months, depending on project
Location Los Angeles, CA
Reports to Select managers across teams

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 Instead, outdated, inefficient bureaucracies too often exacerbate inequities and get in the way of good teachers' ability to do great work.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.

About the Position

This is an ideal opportunity for someone with a passion for increasing student achievement for children across the nation by transforming urban public education systems. This position reports to select managers across on The Broad Academy, Alumni & Network Impact and Headquarter & Strategic Initiatives teams and will be responsible for projects ranging from research and data analysis to project management, depending on specific needs of individual teams.

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 with strong initiative who thrives on a small team as an individual contributor and team member and has an insatiable appetite for learning.

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.

- Provide bandwidth in conducting quantitative and qualitative research to inform recruitment and selection initiatives and strategies;
- Help to produce, compile and develop high quality learning content as a benchmark, including an evaluation of existing content and creation of virtual learning modules;
- Support creation of communication plan with recommendations to drive awareness among network members;
- Inform the development of a long-range plan focused on organizational Diversity and Inclusion initiatives;
- Conduct some analysis of data and research to inform white paper publications;
- Other duties as required to ensure the Center achieves its mission.

Qualifications

- Demonstrated interest in K-12 public education;
- Currently working towards a Bachelor's degree;
- Experience, studies or volunteer experiences in education, non-profit or government is helpful, but not required;
- Project Management – Able to manage multiple tasks and projects simultaneously; comfort with taking initiative and making progress;
- Research – Able to quickly and effectively gather and synthesize information and make strong, actionable recommendations;
- Analytical Skills – Quantitative and qualitative analytical skills in evaluating data, processes, organizations and opportunities;
- Critical thinking and flexibility – Strong critical thinking skills, with the flexibility to respond to changing situations, shifting priorities and new opportunities;
- Organizational Skills – Highly organized and detail oriented. Able to balance day-to-day hands-on work with strategic and analytical work;
- Energetic – Able to work in a fast-paced deadline-driven environment;
- Tech Savvy – Able to use technology in a productive and efficient way including strong experience with Word, Excel, Outlook, Power Point, etc. with a willingness to learn new systems / databases / technologies quickly;
- Communication Skills – 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

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

February 2017