



position available

Position	Operations Associate, The Broad Academy
Schedule/Status	Full-time
Duration	Permanent
Location	Los Angeles, CA
Reports to	Associate Director, The Broad Academy

About the Organization

The Broad Center is a nonprofit organization that recruits, trains and supports talented 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 Instead, outdated, inefficient bureaucracies too often exacerbate inequities and get in the way of good teachers' ability to do great work.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 the Associate Director on The Broad Academy team and will be responsible for managing all operations and logistics for the Academy program, including at least six five-day Academy sessions for senior executives per year. The candidate also manages communication with Academy participants regarding travel, site visits, access to content, and assignment submissions, and will lead the project management on a range of key activities to support the program. This program will have an opportunity to build relationships with senior executives in education across the country and to support their work to dramatically improve student outcomes in their schools.

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

- Plan and execute all operational aspects of Academy sessions, including accommodations, catering, meeting space, transportation, technology, site visits and material creation.
- Effectively manage relationships with vendors and other external partners to provide exceptional service within budget parameters.
- Manage and update online learning and knowledge management systems.
- Develop, analyze and track the Academy program budget.
- Draft key written materials to be shared with Academy participants and external partners.
- Manage communication with Academy participants regarding session travel, site visits, access to curriculum, assignment submission and other program-related activities.
- Schedule calls and site visits with Academy participants, network members and external participants.
- Other duties as required to ensure the Center achieves its mission.

Qualifications

- A passion 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 a growth mindset and constantly seeks challenges
- At least three years of professional work experience
- Undergraduate degree
- Experience working in a start-up, entrepreneurial and/or fast-paced environment
- Demonstrated track record of success managing complex projects
- Excellent judgment and high degree of professional maturity
- Excellent written and verbal communication skills
- Strong aptitude in managing technology and systems
- Outstanding interpersonal skills
- Proven aptitude for tracking and meeting deadlines
- Comfort with moving forward in ambiguous situations
- Tireless work ethic and capacity/willingness to do whatever it takes to get the job done
- Event planning experience preferred
- Willingness to travel approximately 10-15% of the year; some weekend travel required

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

Compensation

Salary for this position is competitive and commensurate with experience.

Exempt vs. Non-Exempt

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

March 2017