



**position available**

<b>Position</b>	Operations Associate, Alumni & Network Impact
<b>Schedule/Status</b>	Full-Time
<b>Duration</b>	Permanent
<b>Location</b>	Los Angeles
<b>Reports to</b>	Deputy Director, Alumni & Network Impact

**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 into engines of excellence and equity. 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 Instead, outdated, inefficient bureaucracies too often exacerbate inequities and get in the way of good teachers' ability to do great work.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, public charter school networks and state education agencies, more than 700 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**

This is an ideal opportunity for someone inspired by the idea of supporting school-system leaders nationwide who are working to transform urban public education systems into engines of excellence and equity. This position reports to a Deputy Director on the Alumni & Network Impact team and will support administrative, operations, and research needs for alumni supports and career services. This position will also provide supplemental event management assistance, as needed.

We are dedicated to improving urban K-12 education for young people nationwide, particularly those who traditionally have been underserved by our public schools. This is difficult work, requiring the dedication of tireless, creative, smart people who enjoy operating in a fast-paced environment. The ideal candidate is a motivated to exceed expectations, takes initiative and thrives on a small team as both an individual contributor and team member.

**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.

- **Operations**
  - Manage administration and logistics of multiple 360-degree feedback processes
  - Manage administrative aspects of career development planning
  - Organize logistics and travel arrangements for study trips, shadow visits and other alumni supports
  - Manage all vendors associated with alumni supports and career services
  - Coordinate and process contracts and invoices
  - Maintain online job board
  - Coordinate materials to provide information on available supports and services
- **Technology**
  - Coordinate processes that increase efficiency and effectiveness of delivery of alumni supports and career services
  - Coordinate and document engagements
  - Report and track engagement caseloads
  - Coordinate knowledge management for alumni supports and career services
- **Research**
  - Research and curate K-12 information and resources to support alumni needs
  - Research potential new services and service providers
  - Research job openings in key cities and organizations
  - Contribute to online knowledge-sharing portal
- **Event Management**
  - Provide assistance as needed with on-site event management during high-volume/high travel periods
- Other duties as required to ensure the Center achieves its mission

## **Qualifications**

- Demonstrates a passion for and commitment to K-12 public education; experience working in a school district, public charter school network or state education agency is a plus
- Possesses a growth mindset; seeks challenges
- At least two years of professional work experience
- Effectively manages multiple tasks, projects and processes simultaneously
- Significant experience with Microsoft Word, Excel, Outlook and PowerPoint as well as internet research; Salesforce experience is a plus
  - Eager and able to learn new systems, databases and technologies quickly
  - Uses technology in productive and efficient ways
- Excellent written communication skills
- Highly organized and detail oriented
- Ability to succeed in a fast-paced deadline-driven environment
- Handles autonomy while maintaining accountability; sets high expectations for self and others
- Responds well to feedback and adjusts accordingly
- Sense of humor optional, but highly preferred

- This role will require limited travel (5-10 percent)
- Bachelor's degree is 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](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.

The Broad Center is committed to providing equal access and opportunities to candidates with legally recognizable disabilities. We will make our best effort to provide reasonable accommodations at every stage of the application process. Disclosing a disability or requesting a need for accommodations is a separate and distinct process from selection and will have no bearing on a candidate's application status. If you need to request an accommodation or have any questions regarding our disability accommodations policy, please send an email to [DAO@broadcenter.org](mailto:DAO@broadcenter.org).

**Date Posted**

August 2017