



position available

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| Position | Assistant Director, Recruitment and Selection, The Broad Academy |
| Schedule/Status | Full-Time |
| Duration | Permanent |
| Location | Los Angeles |
| Reports to | Director, Recruitment and Selection, The Broad Academy |
| Our Why | <p>For generations, Americans have called public education “the great equalizer,” while in too many places, our school systems are not living up to that promise, and outdated, inefficient bureaucracies exacerbate inequities. Solving this challenge requires diverse leadership by team members who share the same belief: that America’s public school systems can and must be engines of excellence and equity for all of the students and families they serve. This belief is paramount to the team at The Broad Center, and we are inspired to make a difference by creating a growing network of experienced leaders and managers who are rising to this challenge.</p> |
| What We Do | <p>The Broad Center is a nonprofit organization that recruits, trains and supports talented leaders from across America to transform urban public school systems. Our programs—The Broad Academy and The Broad Residency in Urban Education—prepare these professionals to put their skills and know-how to work and make student learning the primary driver of every central office dollar and decision. In public school districts, charter management organizations and state departments of education, more than 500 members of The Broad Center’s alumni network are working with educators, parents and community leaders to help schools soar. Regardless of the setting, 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.</p> <p>The new assistant director will serve on The Broad Academy (TBA) team, which accelerates the impact of leaders in advancing educational excellence and equity on behalf of the students, families and communities they serve. We bring together exceptional, diverse cohorts of fellows and create opportunities for them to learn from and be inspired by experts, veteran educators and each other’s knowledge and experiences about what is possible — for students in our nation’s urban public schools as well as for their own leadership. The two-year program features five in-person sessions in various locations across the country. Between sessions, participants complete rigorous coursework including robust preparatory activities tied to upcoming session topics and an action learning project that advances equity within each fellow’s local context.</p> <p>Our culture and team set us apart; our people are dedicated to driving impact and making a difference every day, and our climate is collaborative and vibrant. Diversity, equity and inclusion are vital to this environment. Our diverse skills, experiences, backgrounds and differing viewpoints lead to stronger ideas and lasting results, and our commitment to the values of equity and inclusion show up in our programs, our partnerships and for our staff.</p> <p><i>For more information, visit our website at www.broadcenter.org.</i></p> |
| What You Do | <p>This is an ideal opportunity for someone who is passionate about research, qualitative analysis and identifying outstanding leaders in public education. You are strategic, resourceful and proactive in combining best practices in research and assessing</p> |

leaders against our leadership framework. You will use your curiosity and ability to ask great questions to drive decision making and overall contribution to team goals.

What You'll Own

The assistant director, recruitment & selection collaborates with the team to recruit and select exceptional, diverse cohorts of fellows into the Broad Academy by leveraging search databases, social media and information technology systems. The major areas of work are:

Research and Sourcing - You will partner with recruiters on searches to develop sourcing strategies, assess leader qualifications and occasionally conduct interviews. This includes:

- Researching K-12 landscape and gathering information on public school systems and state education agency leaders using a variety of methods including events, online research, education publications, etc.
- Constructing target lists, developing pipelines and assessing leadership impact
- Proactively exploring alternative sourcing channels
- Measuring the effectiveness of our recruiting channels and providing valuable insights and recommendations

Assessment and Evaluation - You will assess candidate leadership skills and occasionally support selection. You will provide the data and analysis needed to drive continuous improvement through metrics, scorecards and analytics.

Process Design and Development - You will work with our in-house Salesforce developer to build new tools or modify existing tools to support the sourcing, recruitment and selection processes. This includes helping the team think through how we should design systems to most effectively analyze recruitment and selection data.

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.

What You'll Need

The following experiences, skills and characteristics are *required*:

- A passion and demonstrated commitment to K-12 public education
- Four or more years of professional work experience, with at least one year of experience in research, sourcing or recruitment support
- A bachelor's degree
- Ability to learn quickly and comfortable operating independently in ambiguous situations
- Ability to manage multiple projects and stakeholders in a fast-paced environment
- Excellent written and oral communications skills
- Demonstrated analytical and critical thinking skills
- Proficient using Microsoft Excel, PowerPoint, Word and Outlook
- The ability to commit to 20 percent travel (including evenings and weekends); and
- A thorough background and reference check and proof that you are legally entitled to work in the United States

The *ideal* candidate will also possess these experiences, skills and characteristics:

- Experience working in Salesforce
- Able to have fun at work and positively contribute to the organizational culture

What We Offer

Full-time permanent team members receive:

- Competitive salary, vacation and 401(k) retirement savings plan with a generous employer match
- Employer contributions to medical, dental, vision and life insurance plans
- Pre-tax commuter benefits
- Flexible spending accounts for medical and family care expenses
- Free access to an on-site gym and a steady supply of nutritious snacks in our shared kitchen

**Exempt vs.
Non-Exempt**

Exempt

**An Equal Opportunity
Employer**

The Broad Center does not discriminate on the basis of race, color, religion, ethnic or national origin (including associational and perception-based discrimination based on 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.

Date Posted

July 2018

Join Our Team

As a member of The Broad Center team, you'll work alongside sharp, driven colleagues who have a sense of humor matched with generosity of spirit.

To apply, please visit <https://www.broadcenter.org/about/join-our-team/>

We will only contact applicants chosen for further consideration.