



position available

Position	Administrative Associate, Talent and Operations Headquarters and Strategic Initiatives
Schedule/Status	Full-time, non-exempt
Location	Los Angeles
Reports to	Director, Talent and Operations Headquarters and Strategic Initiatives
Our Why	<p>The Broad Center prepares and supports remarkable, dedicated professionals who create conditions to empower good teachers to do great work so all students can learn and thrive.</p> <p>For 17 years, The Broad Center has been at the center of our nation’s efforts to provide every student with a world-class public education. At our core, we believe every public school system should be and can be an engine of excellence and equity. America’s students deserve nothing less.</p> <p>Doing this work requires diverse leadership by team members who share the same belief. 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> <p>Our work will be done when every family in every community can send their child to a great public school that meets that student’s every need. Until then, our team and our alumni network won’t rest.</p> <p>For more information, visit our website at www.broadcenter.org.</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 800 members of The Broad Center’s network are working with educators, parents and community leaders to help schools soar. Regardless of the setting, Broad Center alumni are aligned around a common vision: creating the kinds of environments that enable teachers to do great work and students of all backgrounds to learn and thrive.</p> <p>Our Headquarters and Strategic Initiatives (HQ&SI) team focuses on critical functions required to ensure that we build and sustain a high-performing organization with the people, resources and systems required to achieve our important mission. The HQ&SI team leads our work on internal talent, operations, communications and data, research and evaluation.</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>

What Drives You

This is an ideal opportunity for an early-career professional or seasoned administrative professional who is interested in contributing to and supporting a dynamic and diverse team of colleagues. Strong candidates thrive while managing, tracking and organizing a wide variety of work, working to meet and support the needs of teams across the organization, and are inspired by building a positive culture where team members feel valued, supported and engaged.

What You'll Own

This role on the HQ&SI team includes a number of opportunities to support our dynamic organization. We think of the work in four primary categories, with responsibilities including, among other things:

INFORMATION, SYSTEMS AND CALENDAR MANAGEMENT

- Support a dynamic and dedicated team of colleagues
 - Manage and disseminate information to colleagues across teams
 - Act as primary contact for operations questions and troubleshooting for a ~40-person organization
 - Manage organization-wide calendar
 - Provide administrative and logistical support for internal team meetings and events, including: weekly organization-wide meetings, smaller sub-team meetings, professional development sessions, quarterly off-sites and board meetings; includes venue sourcing, meal coordination, audio-visual set up, room set up and more
- Think strategically about how we use existing systems and can leverage new ones
 - Develop, document and improve upon operations processes and protocols
 - Manage asset inventory system, including checking out hardware to team members
 - Use TBC's SharePoint system to manage team files
 - Oversee database management and logistics for infrequent mass mailings
 - Update and maintain contact records in TBC's Salesforce database

TALENT, PROFESSIONAL DEVELOPMENT AND ORGANIZATIONAL CULTURE

- Support and enhance culture-building and professional development initiatives
- Publish bi-weekly internal newsletter, including collecting content and team - focused photography to enhance readership
- Manage scheduling and logistics for hiring, onboarding and offboarding of team members; includes room procurement, set up and greeting candidates

BUDGETS, EXPENSES AND INVOICING

- Coordinate all invoices and expense reports submitted by team members or vendors; manage Concur expense submission system
- Manage fiscal resources responsibly, including centralized team accounts (e.g., shipping, phone, survey, technology) to ensure accurate and timely payment
- Support execution of agreements in DocuSign
- Effectively manage relationships with external parties to provide exceptional service within budget parameters

AND MORE...

- Ensure that all TBC common areas and equipment are maintained and used in accordance with office policies
- Provide administrative support for the executive director of TBC

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

Candidates with the following qualifications and skills are most successful in the role:

- Undergraduate degree
- One or more years of work experience in a professional office environment
- Tech savvy
 - Strong functional knowledge of Microsoft Word, Excel, PowerPoint and Outlook
 - Aptitude for managing and learning technology and systems; experience with Salesforce a plus
- Collaborator and team player
 - Remain positive/optimistic when faced with challenges
 - Adapt to different team and manager work styles
 - Follow team norms and processes
 - Client services orientation and a desire to support colleagues
- Clear and effective communicator
 - Strong written and verbal communication skills
 - Communicate with discretion and integrity; attentive to issues of tone
- Apply sound judgement and critical thinking
 - Tenacious *and* flexible
 - Fiscally responsible
- Effective project manager
 - Thrive in a fast-paced environment, while remaining calm under pressure
 - Manage multiple workloads effectively, with impeccable attention to detail, bottlenecks and deadlines
 - Strong work ethic and willingness to do whatever it takes to the job done
- Growth mindset
 - Give, seek and respond well to feedback
 - Exhibit humility
 - Open to new ideas and experience
- Mission and people-driven
 - Belief that all children deserve a high-quality education
 - Genuine interest in building a healthy, vibrant team culture
 - Ability to approach work with creativity and a sense of humor

Location

This position is based in Los Angeles, California. Regular attendance in office is required.

What We Offer

We are pleased to provide full-time permanent team members with:

- 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

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.

**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.

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