



position available

Position Undergraduate Summer Associate
Alumni & Network Impact

Schedule/Status Full Time

Duration Temporary / Non-Exempt [Summer 2019: 8-12 Weeks]

Location Los Angeles

Reports to Operations Associate, Alumni & Network Impact

Our Why 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.

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.

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.

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.

For more information, visit our website at www.broadcenter.org.

What We Do 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.

This role is on the Alumni and Network Impact (ANI) team. Our alumni have one common vision: creating environments that enable teachers to do great work and students of all backgrounds to thrive. ANI is dedicated to enabling our alumni network to execute on this vision by fostering skill development and providing career support to individuals and bringing alumni together for impactful learning experiences. Our team approaches all that we do with the following goals in mind:

- Propel alumni towards leadership
- Increasing alumni impact
- Connecting alumni with each other, our organization, and the communities we serve

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.

What Drives You

This is an ideal opportunity for a rising leader who is exploring a career in non-profit or education management. You get excited about keeping yourself (and others) organized. You are exceptionally detail-oriented, with the ability to take a step back and assess the big picture.

You will utilize these qualities to assess the team's document storage methods across multiple systems, identify best practices, re-imagine, and re-structure the way our team organizes knowledge and documents that are integral to our work.

What You'll Own

As a Summer Associate, you will:

- Assess the current state of internal team document storage in both Salesforce and SharePoint by reviewing all documents and attachments that are currently stored
- Identify inconsistencies, duplicates in where and how documents or relevant information have been stored in the past;
- Systematize the archiving and cleaning of old or outdated knowledge;
- Identify user-friendly, low-lift solutions to maintain clean document storage by comparing and contrasting vendors to manage filesharing and document storage in Salesforce and/or developing strategies around team operations and behaviors for document storage in SharePoint;
- Strategize on building infrastructure to ensure implementation and adoption of these solution into team operations in the short and long term;

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*:

- Currently working towards a bachelor's degree;
- Demonstrated interest in K-12 public education;
- Organizational skills - Highly organized and detail oriented; able to balance day-to-day hands-on work with strategic and analytical work;
- Tech savvy - Able to use technology in a productive and efficient way including strong experience with Word, Excel, Outlook, PowerPoint, etc., with a willingness to learn new systems / databases / technologies quickly;
- Self-Driven and resourceful - Able to handle autonomy while maintaining accountability;
- Project management ability - Able to manage multiple tasks and projects simultaneously; comfort with taking initiative and making progress;
- Research skills - Able to quickly and independently gather and synthesize information and make strong, actionable recommendations;
- Analytical skills - Demonstrated 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 and priorities;
- Energetic - Able to work in a fast-paced deadline-driven environment;
- Communication skills - Strong written and verbal communication skills;
- Development Oriented - Responds well to feedback and adjusts accordingly;

- Involvement with, studies, or volunteer experiences in education, non-profit or government is helpful, but not required

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

What We Offer

We are pleased to provide Summer Associates with:

- Competitive hourly rates
- Professional development and learning opportunities
- Free onsite parking or commuter benefits
- Free access to an on-site gym and a steady supply of nutritious snacks in our shared kitchen

An Equal Opportunity Employer

The Broad Center does not discriminate based on 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 regarding 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

April 2019

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.