



position available

**Position** Operations Associate  
**Schedule/Status** Full Time  
**Duration** Permanent, Exempt  
**Location** Los Angeles  
**Reports to** Senior Director, The Broad Academy

**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](http://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. 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.

The operations associate 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.

You will have the unique 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 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 leader who is passionate about equity for all students in public education and shares our passion for exceptional operations, efficient and time-saving systems and thoughtful use of finances and resources.

You must be a strategic thinker, problem solver and team player committed to developing and supporting a growing network of education leaders. This role is for you if you are obsessed with using systems, relationships and high-quality learning environments in order to drive results in our nation's school systems.

#### **What You'll Own**

You will be responsible for managing all operations and logistics for the Academy program, including up to six five-day sessions for current and aspiring superintendents each year. You will also manage communications with participants, faculty, coaches, and a range of senior stakeholders.

You will also own the development and maintenance of data systems and play a significant role in managing the team's budget and finances.

#### **Event Management**

- Develop and maintain a vision for a nimble, engaging learning environment for the program
- Lead logistical aspects for four to six professional sessions per year, including travel, food and beverage, lodging and meeting space
- Plan and execute session experiences that facilitate cohort connections, engagement with the cities we are in and community relationships
- Coordinate the dissemination of materials via the online learning management system and own the on-time submission of assignments and reflections
- Own relationships with vendors and external partners to provide high-quality service within budget parameters and maintain a lens of diversity and equity during the sourcing process
- Manage logistical and operational needs for internal and external stakeholders to ensure that they are communicated and met with fidelity
- Lead on-site tactical meetings and determine operational needs

#### **Data and Systems Management**

- Manage data collection and records for our participants, ensuring that our systems effectively support both the Academy team and the Broad Center with timely access to accurate information
- Lead project management and planning for the team
- Use Salesforce to create and manage custom web portals used by internal and external stakeholders
- Manage, improve and create systems to improve internal operations and external communication with Fellows

- Lead the transition to a new Learning Management System (Cornerstone) from the current system (Schoology)

**Team Support**

- Develop and track budget for program expenses and identify ways to be efficient with dollars without sacrificing the Fellow experience
- Manage and process all external reimbursements, invoices and payments, and contracts with vendors and presenters
- Schedule and assist with planning and day of logistics for team meetings and retreats

The statements in this description represent typical elements, criteria and general work performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the job.

**What You'll Need**

- Bachelor's degree
- Passion for 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;
- A growth mindset and excitement for feedback
- At least two years of full-time work experience, preferred experience in event planning or in an operational role
- Driven to create systems and continuously improve processes by applying new approaches to work
- Ability to manage multiple priorities in a fast-paced environment; proven track record of producing high-quality results on time
- Outstanding verbal and written communication skills
- Strong organization skills; excellent attention to detail
- Comfortable moving forward in ambiguous situations
- Demonstrated interest in using technology and an ability to learn new systems quickly;
- Experience using Microsoft Excel, PowerPoint, Word and Outlook
- Experience with Salesforce (or similar systems for data management and workflow automation) is a plus
- Ambition and initiative to advance The Broad Academy's work
- Sense of humor and collaborative spirit
- The ability to occasionally and comfortably lift up to 20 pounds
- The ability to commit up to 20 percent travel; some weekends and non-traditional hours during programmatic events

**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

**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](mailto: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.