

**Title:** Operations Coordinator

**Team:** Teacher Preparation, Support, and Development Team

**Location:** Atlanta, Chicago, Houston, Los Angeles, Mississippi Delta, New York City, Philadelphia, Phoenix, and Tulsa

**Location Notes:** Specific start dates vary by institute location – For more details, please copy and paste the following web address into your browser to view our Frequently Asked Questions:

<http://www.teachforamerica.org/join-our-staff/summer-institute-staff-opportunities/logistics-faqs>

**Application Deadline:** January 27, 2013

**Start Date:** Pre-work begins in the Spring of 2013 with Institute happening in the Summer of 2013

**Status:** Non-exempt

**Strand:** Operations and Project Management

**Job Code:** n/a

## Position Summary

In the summer of 2013, Teach For America will run eleven institutes in Atlanta, Chicago, Houston, Los Angeles, Mississippi Delta, New York City, Philadelphia, Phoenix, Memphis, Jacksonville and Tulsa. Across the institutes, new Teach For America corps members will come together for an intensive five-week, pre-service training program. The purpose of the institute is to prepare corps members to produce significant academic gains with their students and assume full-time teaching responsibilities in the fall. Each institute team works closely with local school districts so that new corps members can deliver a rigorous academic summer school program to more than 1,500 children in that school district.

Teach For America seeks operations coordinators to support the organization's efforts to manage a summer training institute that serves over 500 new teachers and 80 staff members. While operations coordinators will not work directly with summer school students, they will play an integral role in the daily operations of a program that trains new teachers. All operations coordinators will be expected to assist with general institute support, including clerical, administrative, logistical, and manual tasks and will report directly to an operations director.

## About Teach For America

Teach For America is the national corps of outstanding recent college graduates, graduate students, and professionals – of all academic majors and career backgrounds – who commit two years to teach in urban and rural public schools. Our corps members become lifelong leaders in the effort to make a great education, and the opportunities that come with it, a reality for all students. Teach For America's network in the 2012-13 school year includes 10,400 corps members teaching in 46 regions across the country and nearly 28,000 alumni working in education and many other sectors to create the systemic changes that will help end educational inequity.

Since 1990, Teach For America corps members have reached more than three million students. Nearly 24,000 Teach For America alumni are working in education and many other fields, where they continue to advocate for students and families in low-income communities. While only one in six corps members was interested in the teaching profession before joining Teach For America, nearly two-thirds of its alumni remain in the field of education.

Teach For America's culture and work is grounded in and guided by a deep commitment to pursuing true transformational change for students growing up in low-income communities. It is a leadership development organization - committed to fostering staff members, corps members and alumni who establish a clear and bold vision for the future, set measurable and ambitious goals, work purposefully and strategically to achieve that vision, always operate with a deep sense of possibility and with perseverance, and define broadly what is within its control to solve. It is an organization committed to its people, to diversity and inclusion, and to operating with respect and humility toward the other important people and organizations working to advance the cause of educational excellence for all children.

90% of the students our corps members teach are African American and Latino and come from low-income backgrounds. Since the academic achievement gap in our country is largely drawn along lines of race and class, we know that it's particularly important to foster the leadership of individuals - at all levels - who share the racial and economic backgrounds of our students. Our staff is diverse and we are thrilled to have staff members representing all racial backgrounds working here. For more information about our commitment to diversity, visit: <http://www.teachforamerica.org/our-organization/diversity>

We are a high-growth, outcomes-oriented organization, with a \$220 million budget and over 1,500 staff. In 2011 and 2012, we were named a Fortune 100 Best Company to Work For. We operate in an entrepreneurial environment, maintain focus on quantitative measures, and are committed to continuous improvement.

### **Scope of Role**

The operations coordinator is charged with the day-to-day functioning of the institutes to ensure that corps members are able to focus on their own professional development and student achievement.

### **Responsibilities**

Responsibilities will include, but are not limited to:

- Implementing, maintaining and staffing operational systems at the host university site
- Developing and maintaining administrative office systems
- Working with a direct manager and other operations team members to coordinate special projects for the institute community
- Demonstrating flexibility and comfort with interacting with groups of people
- Helping to coordinate the set-up and take-down of university-based resources and office systems
- Ability to move boxes, and set-up and break-down items during special events
- Ability to live on-site at the summer institute 1-2 weeks prior to corps members' arrival and ability to stay several days after corps members' departure
- Ability to work evening and early morning hours required; also, some weekend hours required
- Ability to engage in pre-work in the months prior to institute, which focuses on preparing and orienting operations coordinators with institute. Pre-work includes attending conference calls and reviewing training materials and is required

### **Candidate Profile and Experience Prerequisites**

#### **Skills**

- Exceptional organizational skills
- Tireless commitment to excellence
- Strong ability to problem-solve toward outcomes in a fast-paced environment
- Demonstrated ability to work well with others

#### **Approach to Work**

- Enjoys spending time delivering outcomes that support broad direction set by others
- Strong operating instincts
- Enjoys being part of a team

#### **Experience**

- Current university students and recent college graduates preferred

### **Benefits and Salary**

Operations coordinators are paid hourly rates. Hourly rates vary by institute location. Room, board, and some travel and shipping costs are provided for all staff members.

### **Anti-Discrimination Policy and Commitment to Diversity**

Teach For America seeks individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.

### **Apply Now**

In order to be considered for this position, you must submit an online application and complete the following three steps by Sunday, January 27, 2013:

1) Open the application

- Go to the institute page and select the city where you live to begin the application process: <http://www.teachforamerica.org/join-our-staff/summer-institute-staff-opportunities/application-process-and-deadlines>
- This will take you to the “Current Job Opportunities” page where you will scroll down and click on the “Operations Coordinator” position.
- This will open the job description. Hit “Apply Online” to begin your application.
- NOTE: In the “Attachments” portion of the application remember to attach the items listed below.

2) Upload your resume (maximum length one page).

3) Upload your cover letter (maximum length one page). Your cover letter should include answers to at least three of the following questions:

- Why are you applying to this specific institute position?
- What skills/expertise do you bring to this position?
- Write about a specific project you’ve worked on where you demonstrated leadership qualities.
- **Mandatory question for returning institute staff:** What did you learn in your role last year, and what would you change about your approach this year to make yourself more effective? Please disregard this question if you have not previously worked at institute.

4) Complete the operations coordinator applicant activity found at the link below, and follow the directions to add it to your application. (You will need to copy and paste the link into your browser):

<https://sites.google.com/a/teachforamerica.org/applicant-activities/operations-coordinator>

For more information, please contact [institutestaff@teachforamerica.org](mailto:institutestaff@teachforamerica.org).