

Summer Operations Intern

Start and End Date: June 2018 – August 2018 (approx. 12 weeks)

Team: Academic Operations

Location: Brooklyn, NY

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 34 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to close the achievement gap and deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 14,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black and Latino. With its college-preparatory focus, the Achievement First approach is attaining breakthrough academic gains throughout the network. Beyond our students and schools, Achievement First is an engaged and prominent partner in the larger conversation about how to improve public education and student achievement in our country.

Achievement First's approach to teaching and learning enables every student to succeed at the highest levels. This involves:

- Recruiting and developing successful teachers and school leaders and empowering them to use student data to strategically drive instruction;
- Creating a joyful school culture where it is "cool to be smart" that emphasizes character education and focuses students on college;
- Providing students with more time on task and intense intervention when they are struggling so that no child falls through the cracks.

For more information about Achievement First's mission, approach, schools and team, please visit our website at www.achievementfirst.org.

What We Do:

Team Academic Operations supports academic and instructional strategy across the organization's portfolio of 34 charter schools. One key aspect of this work is the planning and execution of six weeks of teacher and leader training in June, July and August across three states. We work very hard to ensure that our seamless operations allow our facilitators, teachers, and leaders to focus 100% on world-class adult learning.

Why You Should Join This Team:

- You will work alongside and learn from smart, kind, hard-working people who are laser-focused on our mission of closing the achievement gap.
- Your time will matter deeply. You will feel and see the impact you are having on our teachers and leaders.
- You will truly feel like part of a Team & Family. We will work very closely together and we will go out of our way to help each other along the way.
- You will learn about large scale event planning, best practices in communication, and strong time management.

This is an excellent opportunity for a current college student or recent college graduate who is eager for the experience to work in a high-performing organization and has an entrepreneurial mindset around improving systems and processes at a large scale.

The Work:

- Set up and break down teacher and leader trainings, assisting with on-site operations. This includes:
 - Pack and ship training facilitation materials
 - Unpack and distribute training facilitation materials as well as beverages and food items
 - Hang signage
 - Set-up food areas
 - Set-up registration and help desks
 - Prepare training rooms
- Format event agendas in Microsoft Word/Google Docs and build surveys in Survey Monkey
- Update event websites in our internal event management system
- Organize large quantities of learning materials that teachers and leaders will be given during training sessions
- Manage session technology (projectors, speakers) and problem solve when challenges arise (training will be provided)
- Own and improve existing systems such as the system to inventory and manage training materials Proof-read emails and documents for wide audiences
- Greet facilitators and attendees
- Overall, be extremely customer-service oriented to our training facilitators, teachers, and leaders. We aim to be warm, friendly, and solution-oriented at all times at our trainings.
- Additional responsibilities as needed

The Commitment:

- We anticipate many days requiring 10-12 hours of on-site work, with a few potentially longer days for setup and breakdown
- Many trainings require a 6:00 am arrival at the training site.
- Travel to Connecticut and Rhode Island will be required. We will provide travel reimbursement and hotel accommodations when you are asked to travel out-of-state.

Skills/Characteristics Needed to Be Successful on Team Summer Ops:

- Organized: You manage your time and tasks such that you meet deadlines and you get everything done.
- Detail-oriented: You probably re-read every school or work-related email before you send it; you love to sweat the small stuff.
- Take initiative to solve problems: You don't wait to be told to fix something –you jump in and problem-solve.
- Receptive to feedback: You want to learn and grow every day.
- Solutions-oriented: In the face of a challenge, you focus on what can be done, not what should have happened.
- Flexible: You are positive in the face of changes.
- Strong verbal and written communicator.
- Belief in and ability to model AF's core values.
- Experience with MS Excel, MS Word, MS PPT, Google Sheets and Google Documents.

Requirements and Compensation:

You must be able, ready and willing to work 10-12 hour days on event days, including occasional weekends and evenings. You must be able to lift ~15 pounds as our events occasionally require moving boxes, tables, and chairs. Each intern will receive an \$8,000 stipend. We do not provide housing although, as outlined above, if you are asked to travel to a training out-of-state we will provide travel reimbursement (including for meals) and hotel accommodations.

To Apply:

Email a cover letter and resume to:

Diana McCarthy

dianamccarthy@achievementfirst.org

In your cover letter please respond to the following:

- Why are you interested in being a Summer Operations Intern at Achievement First? Please answer in one paragraph.
- Working on Team Academic Operations requires a strong work ethic, attention to detail and the ability to be flexible in the face of changes. In one to two paragraphs, describe an experience or project in your past that demonstrates you have the characteristics and skills to be successful on this team.

The deadline to apply is March 10th but applications are rolling so we encourage you to apply as soon as possible.

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.