

Outreach Coordinator

Start Date: Summer 2018
Team: Recruitment
Location: Brooklyn, NY or New Haven, CT

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates over 30 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 12,600 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.

Summary

The Achievement First recruitment team works to ensure that the highest quality mission-aligned teachers join the Achievement First network. The outreach coordinator will support the recruitment team in our efforts to regularly keep in touch with our broad base of eligible candidates and grow that pipeline over time. This position provides the opportunity to tangibly impact the greatest determining factor of a child's educational success: teacher quality. This position is ideal for an individual who wishes to build project management and operations skills, create larger systems and processes for schools and non-profits, and who excels at influencing and motivating others towards action.

Key Responsibilities of the Outreach Associate include:

1. Outreach Planning and Coordination

- Assist in the design of a year-long outreach plan that systematically builds a short- and long-term teacher talent pipeline.

- Design and implement regular opportunities for high-quality candidates to learn more about Achievement First.
- Work closely with Talent Recruiters to align on candidate needs and openings.

2. Job Postings

- Maintain a systematic approach to ensuring Achievement First's job posting are visible to potential candidates.
- Serve as liaison between job posting account managers and Achievement First.
- Follow up with potential applicants from selected job boards.

3. Candidate Communication

- Write and send candidate emails to update on Achievement First news and encourage to apply.
- Share regular announcements of opportunities to like-minded organizations.
- Conduct phone calls with potential candidates to solicit interest with Achievement First.

Skills and Characteristics

- Interest in performing a critical recruitment role while learning in a fast-paced, entrepreneurial environment
- Ability to create systems for broad outreach while maintaining personal touch with individuals
- Ability to track and execute many complex, urgent tasks and processes simultaneously for different projects without missing any steps and maintaining a calm, "together" approach
- Strong customer service orientation
- Excellent written and verbal communication skills
- Strong command of Excel
- Detail-oriented and organized with proven system to manage weekly and monthly tasks and priorities
- Highly motivated and capable of seeing projects through from beginning to end
- Ability to work autonomously in an entrepreneurial environment as well as take direction as needed
- Flexible, mature, and humble
- Sense of humor, strong work ethic, "roll-up-my-sleeves" attitude
- Results-oriented and willing to do "whatever it takes"
- Belief in the Achievement First mission and educational model

Educational Background and Work Experience

- Bachelor's degree from a competitive college or university
- 1-2 years of work experience, with teaching experiencing preferred

This position will require occasional travel and candidates must be willing to work nights and weekends when necessary.

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Email your resume and cover letter to: Jamie Goldstein at jami goldstein@achievementfirst.org. In your email, briefly share why you're interested in this opportunity with Achievement First. **We aren't able to respond to every applicant, but we will contact you if your skills and experience are a strong match for an available position.** There are many great organizations; we appreciate your interest in joining our team.

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/>.