

AF Accelerate Coordinator

Start Date: Immediate
Team: Partnerships
Location: Brooklyn or New Haven

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 and approach and the focus of our Partnership work, please visit our website at www.achievementfirst.org.

Summary

In 2010, Achievement First launched an effort to translate what we have learned about growing and operating a high-performing network to share more widely with other schools. That work has evolved into a division of Achievement First, AF Accelerate, that supports other schools all around the country. There are two programs driving outcomes in other schools under the AF Accelerate umbrella: the Charter Network Accelerator and the Navigator Program. The AF Accelerate Coordinator will report to the Operations Associate to support the administrative work and overall efficiency of this growing team supporting growing programs. In addition to designing and managing a process for travel coordination and scheduling for Team Partnerships, the coordinator will support expense reporting, event planning and other project-based assignments. This role is an opportunity to work closely with senior members of AF Accelerate and gain insight into non-profit management. The ideal candidate will possess exceptional multi-tasking abilities, excellent written and verbal communication skills, and be self-directed and detail-oriented.

Responsibilities of the coordinator will include but are not limited to:

Project Management and Support for the Navigator Program

- Schedule and support webinars, meetings and provide administrative support to the Navigator team
- Draft and edit documents to ensure accurate and effective communication
- Research projects and solutions to scale our work as our programs grow

Event coordination and logistics

- Create a simple, time-efficient process for booking travel for team members' site visits to partner organizations and arrange travel needs for coaches
- Manage operations, scheduling and travel booking for Critical Friends Visits (2-day site visits to program participants)
- Process travel reimbursements for team members and program participants
- Onsite operations and logistical support for Accelerator workshops (multi-day workshops that take place multiple times per year)
- Planning, coordination and onsite support for Navigator Program summer trainings and periodic trainings throughout the year

Scheduling and Administrative Support

- Provide overall calendar coordination for the Executive Director of AF Accelerate, ensuring that her time is maximized and operating in line with her priorities
- Schedule meetings, manage requests and provide overall coordination for the team
- Other administrative support as needed, such as credit card reconciliation and budget management

Skills and Characteristics

- Interest in performing a critical support role while learning in a fast-paced, entrepreneurial environment
- Exceptional project planning and management abilities
- Excellent written and verbal communication skills
- Detail-oriented and highly organized
- Highly motivated and capable of seeing projects through from beginning to end
- Ability to work autonomously as well as take direction as needed, to work with a remote manager
- Results-oriented and willing to do "whatever it takes"
- Solid technical skills and experience with Microsoft Word, Excel, PowerPoint and Outlook and comfort with learning new technologies, e.g. SurveyMonkey, Salesforce and Zoom
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and "roll-up-my-sleeves" attitude

Educational Background and Work Experience

- Bachelor's degree from a competitive college or university
- 0-3 years of work experience
- Experience as a coordinator/assistant preferred
- Experience coordinating travel is preferred

Compensation

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

To Apply

Send resume and cover letter to:

Rene Morgan

renemorgan@achievementfirst.org

A cover letter is required. In your cover letter, please respond to the following questions:

- Why do you want to work for the Partnerships team?
- How have your experiences and education prepared you for the creativity, flexibility, and “whatever it takes” attitude that working with the team of a growing non-profit will require?
- Please elaborate on how the skills you possess regarding organization and detail orientation would contribute to your work in this role.

Achievement First is an equal opportunity employer and people from all diverse backgrounds are strongly encouraged to apply. We place particular emphasis on recruiting individuals who share the racial or socio-economic backgrounds of the students we teach, 90% of whom are Black or Latino. Learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.