

Talent Coordinator, Team Talent

Start Date: ASAP
Team: Team Talent
Location: Brooklyn, NY

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 36 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 of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 13,300 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

The Talent Coordinator role is an extraordinary opportunity for a former educator and/or professional with planning, communication, coordination, and event management experience to work closely with high performing, results-oriented teams and senior leaders and get involved in innovative talent work. The Coordinator will develop highly transferrable skills and a strong understanding of the education sector and talent landscape.

The coordinator will provide all logistical and operational support for our training and development program for school based leaders (Principal-in-Residence program). Additionally, the coordinator will provide administration, correspondence and scheduling support for our Chief Talent Office (CTO) and Vice President of Equity and Inclusion and serve as a crucial supporter and strategic thought partner for other leaders of our network's talent work (developing leaders and building high performing culture). The ideal candidate is willing to work hard in service of leadership development and talent work, and will possess exceptional multi-tasking abilities, excellent written and verbal communication skills, comfort with managing multi-part projects and analyzing data, and be extraordinarily self-directed.

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

- **Principal-in-Residence Cohort Coordination & Support (50%)** – Provide total coordination for the Principal-in-Residence program and Senior Director of Principal Preparation.
 - Oversee all logistics related to the Principal-in-Residence program and professional development sessions, including coordinating and communicating calendar invites, agendas, pre-work, and materials.
 - Partner with the Senior Director of Principal Preparation to coordinate interview and selection processes for the program and own the operations and logistics for interview days.
 - Manage travel arrangements and expenses related to the Principal-in-Residence program.
 - Create and maintain systems for the management of complex administrative tasks.
 - Independently problem-solve, research options, and propose solutions or adaptations when challenges arise.
- **Scheduling and Strategic Support (25%)** – Provide total coordination for the CTO and Vice President of Equity, ensuring time is maximized and operating in line with AF's talent strategy and priorities.

- Manage the CTO and VP of Equity’s schedule fully, scheduling meetings, work time and key due dates.
 - Make travel arrangements, process mileage and reimbursements, and prepare materials for calls and meetings.
 - Create and maintain systems for the management of complex administrative tasks, and independently problem-solve, research options, and propose solutions or adaptations when challenges arise.
- **Event Support and Project Management (25%)** – Complete complex projects as identified to support the work of our talent teams. Examples of projects may include:
 - Support Diversity & Inclusiveness (D&I) events and professional development sessions for Network Support (NS) and school based employees.
 - Support Talent Chief of Staff initiatives, including scheduling weekly and quarterly meetings, preparing agendas, materials and surveys as needed.
 - Create surveys and complete data analysis and reporting for talent related initiatives and professional development sessions.
 - Collaborate with Team Academic Operations & Strategy to manage logistics and own operations for summer professional development events for teachers and school leaders.
 - Function as member of Network Support office management team and support office functions.

Skills and Characteristics

- Acute attention to detail
- A track record of developing and maintaining personal organization systems for managing multiple workflows: being highly responsive in communication, prioritizing time-sensitive tasks, and completing tasks quickly while maintaining quality of work
- A track record of managing projects start to finish to achieve desired outcomes – both independent projects and those involving multiple stakeholders and performers
- A track record of identifying and taking initiative to resolve problems
- Technical proficiency in Microsoft Outlook, Excel and Google Sheets
- Ability to communicate clearly through writing and orally
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- An interest in planning and executing small and large-scale meetings and events
- Growth-oriented, with a thirst for feedback and desire to improve
- 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

- Required
 - Bachelor’s degree
 - 2-4 years of work experience
- Preferred
 - Experience managing a supervisor’s calendar and scheduling meetings
 - Experience in project management: coordinating tasks and communication to achieve a set vision or goal
 - Experience planning small and large-scale events

- Experience in education

This position will require travel between New York, Connecticut, and Rhode Island, as well as occasional weekend and evening work.

Compensation

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

To Apply

Achievement First reviews applications on a rolling basis – please apply immediately.

Send Resume and Cover Letter to:

Colette Perrine, Director

ColettePerrine@achievementfirst.org

Please include “Talent Coordinator” in the subject.

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/>.