

Data Entry Assistant, Team Greenfield

Start Date: Immediate
Team: Greenfield
Location: Remote



Watch Our Video: bit.ly/2TfrRjC

IMAGINE. INNOVATE. EMPOWER.

Do you believe that schools should help students discover their passions so they feel agency over their own learning? Do you believe in learning that is fun, hands-on and relevant to student interests? Do you believe all students should have access to high quality instruction in the arts, athletics, and computer science? Do you believe in celebrating students' identities and giving them opportunities to build deeper connections to their community?

Then join us to help build the schools of the future. Achievement First's Greenfield schools are developing truly transformational experiences for students.

We believe success takes a team. Help lead ours.

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.

About Greenfield

In 2015, Achievement First launched an innovative school model that we call [Greenfield](#). Greenfield is ground-up redesign of the middle and high school with the goal of dramatically increasing college persistence. In fall 2019 we will open our fifth Greenfield Campus. Achievement First's Greenfield schools provide rigorous, high-quality instruction within a nurturing school community focused on developing self-motivated learners, problem-solvers and leaders. Greenfield is currently focused on grades 5-7 and growing to 8th grade in 20-21 and HS in the 21-22 school year. Our students benefit from:

- Self-directed work powered by a Personalized Learning Platform.
- Rigorous and rewarding core academic classes.
- Twice daily enrichments of scholar choice.

- Hands-on, experiential learning that deepens and extends what students learn in the classroom through two-week long expeditions three times a year.
- Social emotional learning and small-group mentoring to develop social-emotional skills and goal setting skills.
- Student curated dream teams that consist of teachers, family members and other significant influencers in a scholar's life. This team works to help scholars achieve scholar goals.
- Intervention built into the fabric of the school day.
- An awesomely powerful community where school, home and the broader community link arms in support of scholar development and achievement.

At Greenfield, we strive to ensure all scholars excel on our four College Success Factors:

- **Academical Preparation:** Our students will ALL achieve at the highest levels – they'll be competitive with the best students in the US and abroad and fully prepared for the rigors of college coursework.
- **Academical Independence:** Students can become the agents of their success through ownership and personalization.
- **Social Emotional Strength:** Habits of success can and should be taught. Students need to experience the joy and excellence that comes from enrichment outside of traditional academics.
- **Personal Why:** A deeply held and individually developed personal drive to achieve grounded in personal interests and motivation.

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

Position Summary

Achievement First is seeking temporary data entry assistants to help us during the school year. We have a variety of curricular materials that need to be entered into student facing online learning systems. Data entry assistants will be asked to copy and format content into these systems, working at a fast pace, while paying attention to detail. We will provide training on all of our systems, no prior knowledge is necessary. These learning systems are used by our students, and therefore neatness of formatting, thoroughness of work and spelling are all critical to maintain the high bar we set for our students.

No specific IT experience is required. We're looking for people who have flexible schedules to accommodate intermittent work (at minimum 10 hours per month), are willing to learn new systems and open to receiving feedback, and who are organized, dependable and thorough in managing and completing their work. The work will be done virtually with your own laptop, with regular email or phone updates.

Qualifications:

- Ability to quickly learn new technology, familiarity with Google docs is a plus
- Highly organized -- Can meet tight timelines and keep multiple work products organized
- Attention to detail -- Completes all data entry with high levels of quality and thoroughness, while working quickly
- Strong communication skills -- Can track own progress in a predetermined template, raise questions pro-actively and communicate challenges or hurdles
- Reliable – Completes all virtual tasks on time
- High school diploma or GED required

Position Details & Compensation:

This data entry assistant role will be an independent contractor with Achievement First, meaning that the person in this role will receive a 1099 miscellaneous form for tax purposes. This independent contractor arrangement is not eligible for benefits.

- **Start Date** -- immediate
- **Hours Required** -- at minimum 10 hours per month (week to week hours may vary depending on project needs)
- **Rate of Pay** -- \$25 / hour

To Apply

Send resume and cover letter with the job title in the subject line to: **greenfield@achievementfirst.org**

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>.

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/>.