

AF Accelerate Recruitment and Selection Consultant

Start Date: ASAP
Team: AF Accelerate
Location: Flexible – remote position

About Achievement First and AF Accelerate:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 37 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 14,000 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.

AF Accelerate, a division of Achievement First, shares what Achievement First has learned about how to build high-achieving schools that help low-income students succeed. We partner with educators across the country, bringing the same focus and tools that have propelled our own success, to help improve outcomes for ALL of America’s children. *AF Accelerate* works with entrepreneurs who are starting their own charter networks and with traditional district schools, putting 60,000 students on the path to college and plans to scale to impact the outcomes of 150,000 students in the next 5 years. All of our work is based on Achievement First’s open source materials, available on the AF website, creating nearly limitless reach. For more information on *AF Accelerate* and our open source website, please visit www.achievementfirst.org/AFAccelerate and www.achievementfirst.org/resources.

Summary:

Navigator is seeking a recruitment and selection consultant (contract-role) to recruit and select program participants for our Navigator Math Lessons, Math Stories, and Literature programs. The consultant will be responsible for project management, evaluating applications, conducting phone interviews, coordinating site visits and possibly hosting on site visits at schools applying to the program. The ideal candidate has experience leading selection processes and interviewing candidates. Some instructional background is preferred. S/he is also a creative problem solver with excellent interpersonal skills and project and time management skills. This is a short-term consulting role, with work starting as soon as December and ending in April.

Responsibilities:

- Lead the redesign of the selection process resulting in a group of schools participating in the program that meets our program goals
- Evaluate program participants aligned with the program selection criteria and goals
- Project manage the selection process so all application reviews and interviews are conducted in a timely and professional manner
- Manage site visits at partner schools
- Lead interviews for program participants

Skills and Characteristics:

- Excellent personal organization, project management, and time management skills
- Excellent written and verbal communication skills
- Experience leading selection processes

Educational Background and Work Experience:

- Bachelor's degree
- At least 5 years relevant work experience
- Experience working in an education or school setting

To Apply:

Send resume and cover letter to:

Laina Vlasnik Yip

Director of Partnerships and Recruitment

lainavlasnikyip@achievementfirst.org

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/>.