

Talent Data & Operations Associate

Start Date: Immediate
Team: Team Talent Operations
Location: Brooklyn, NY or New Haven, CT

About Achievement First:

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.

Summary:

Achievement First exists to close the achievement gap and address inequity facing the communities that we are honored to serve. We have a two-pronged approach: people and program. In terms of program, we know that our curriculum, assessments, and school design are key to our success. But they are not enough – and they will not have impact without the right highly talented teams in place to execute, innovate, and make our network a place of excellence. Therefore, our ability to attract and keep the right (extremely talented) people is equally mission critical. While our school leaders work to create school environments that allow our teachers and deans to meet their full potential, we must also build network-wide structures, policy, strategy, and ethos that drives culture across AF.

Achievement First's Talent Operations team ensures strong talent practices are effectively and consistently implemented across the AF network as the organization adapts to scale. The team also seeks to create a world-class employee experience such that all employees feel valued and want to stay at AF to relentlessly support student success. The team accomplishes this by:

- Overseeing comprehensive performance evaluation systems
- Offering competitive total rewards package
- Fueling people leadership practices with strong talent data, clear guidance, and efficient processes
- Creating avenues for employee input and feedback through various talent management surveys

Responsibilities will include but are not limited to:

- Survey Administration and Reporting
 - Conduct frequent, ongoing talent surveys (e.g., employee satisfaction, teacher evaluation surveys, etc.) across all schools and network support employees. Structure such surveys in a way to gain buy-in, participation, and engagement across the network.
 - Prepare data using SQL and R/Python in order to prepare for survey administration.
 - Prepare data using SQL and R/Python, then prepare Tableau reports and other data analysis tools for dissemination of survey trends.
 - Work cross functionally to ensure data quality and integrity.
 - Maintain and develop Tableau dashboards of talent-related data.

- Develop and streamline processes that reduce the operational lift for school teams without reducing the overall quality of the teacher evaluation program and overall HR compliance practices.
- Manage our relationship with external vendors who support our survey processes.
- School Communication and Stakeholder Engagement
 - Communicate frequently and effectively with school leaders on survey completion and policies. Provide utmost customer service to our school-based teammates and problem solve any survey administration issues as they arise.
 - Create communications related to survey data for a broad audience across the network, including teachers, school leaders, network employees, and senior network leadership.
 - Create and maintain data analysis tools in Tableau for school and network-level use.
 - Take existing systems and improve upon current implementation.
- Talent Data Analytics
 - Lead the data analysis and reporting on the annual teacher retention study.
 - Create a talent dashboard for Team Talent Operations to support our internal team accountability.
 - Fulfill ad-hoc data requests using Excel and R/Python for talent-related data.
 - Provide general HR and team support by being a flexible member of the team who's willing to roll up their sleeves and pitch in on additional projects as needed.

Skills and Characteristics

- Proficiency with Tableau, SQL, and R or Python required; advanced proficiency with Tableau and R a plus.
- Advanced experience with excel (advanced formulas and pivot tables).
- Ability to translate data analyses into a compelling narrative for stakeholders.
- Customer service mindset and experience responding to and partnering with end users to solve challenges.
- Ability to explain complex processes at both detailed and high levels, in writing and in conversation.
- Belief in the Achievement First mission and educational model.
- Adept at giving and receiving feedback with manager and within a team.
- Humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude.

Educational Background and Work Experience

- Bachelor's Degree and 3+ years of work experience.
- At least 1 year of project management experience with multiple stakeholders and ongoing project design.
- At least 1 year of working with Tableau and R.
- Survey administration prior experience a plus.

Compensation

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

To Apply, [click here](#).

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. You can learn more about diversity at Achievement First here: www.achievementfirst.org/about-us/diversity/.