

Events Associate, Academic Operations & Strategy

Start Date: July 2020
Team: Team Academic Operations & Strategy
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

The Events Associate 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.

He/she will work closely across all academic and operational teams to design, plan, and execute teacher- and school leader- training conferences and events. The Associate will manage the long-range planning, logistics, communication, and operations for all such network-run training events, as well as building teams of colleagues to support at each event. The Associate will also be responsible for ensuring the event calendar is built around increasing leader and teacher capacity and ultimately, achievement for scholars.

Additionally, the Events Associate will partner with the Senior Director of Academic Operations to problem-solve complex cross-team challenges as they arise. The Associate will serve as a key performer in planning the processes and communication to solve these difficult issues.

Responsibilities of the Events Associate will include but are not limited to:

Event Project Management for Teacher and School Leader Training Events

- Create and manage the successful execution of all network-wide teacher and school leader training events, including but not limited to event planning and communication, and managing event budgets
- Plan and manage all logistics for training events, including partnerships with other internal teams and external vendors
- Establish systems, best practices, and vendor relationships for event planning

Performance Management and Actionable Reporting

- Create systems to assess impact of training events; determine the structures that will reflect and improve professional development throughout the year
- Report feedback in a way that is clear and actionable to event facilitators and team leaders

Knowledge Management and Communication

- Design and maintain systems to capture best practices used during event planning and management for use with future events
- Manage school leader access to professional development materials on the Achievement First Shared Server

Cross-Team Problem Solving & Support

- Partner with the Senior Director of Academic Operations to problem-solve complex cross-team initiatives as they arise
- Provide as needed support to the Senior Director of Program Strategy
- Support other teams in managing their own events, including planning and day-of support

Own and manage special projects that improve the functioning across Achievement First. Some examples include:

- Partner with academy level managers to schedule of professional development across all academy levels and ensure priority sessions are included in upcoming trainings
- Work with Cohort Level Managers to manage their budgets for their trainings for the year
- Partner with Curriculum & Assessment team to understand how school-based facilitators are selected and how the Curriculum Fellows / Facilitator strategy aligns with Achievement First's professional development strategy.

Note: When in full preparation for a major event, about 90% of the Associate's time will likely be allocated to event work.

Skills and Characteristics

- Demonstrated passion for and commitment to the Achievement First mission and educational model
- Strong skills in working across multiple stakeholders with a variety of perspectives, this includes both the ability to present information clearly and the equally important ability to listen carefully
- Ability to understand complex challenges and tee-up key decisions
- Extremely organized and detail-oriented
- Excellent written and verbal communication skills
- Highly motivated and capable of seeing projects through from beginning to end
- Comfort level with financial oversight and budgetary tracking to support strategic growth
- Solid technical skills and experience with Microsoft Word, Excel, and PowerPoint – proven track record in learning new technologies quickly
- Resourceful; ability to think “outside the box” and provide creative solutions to challenges

Educational Background and Work Experience

- Required
 - Bachelor's degree
 - 1-3 years work experience
 - Experience in large-scale project management: coordinating logistics and communication simultaneously to achieve a set vision or goal
- Preferred
 - Experience managing a budget

- Experience in education
- Experience in planning large-scale events

This position will require occasional 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. Due to the high volume of applicants, we will respond only to qualified candidates. Please include “Events Associate Position” in the subject line.

Send Resume to:

Gillette Hughes

gillettehughes@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/>.