

## Brooklyn Student Recruitment Data Associate

**Start Date: ASAP**

**Team: External Relations**

**Location: Brooklyn, NY**

### **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](http://www.achievementfirst.org).

### **Summary:**

Achievement First seeks a Student Recruitment Data Associate who will own AF's student recruitment data systems and processes in Brooklyn, New York. Reporting to the Director of Student Recruitment, the Data Associate will play an active role in identifying, reviewing, and validating student data within our student application system and managing data reporting within our CRM tool.

### **Responsibilities of the Student Recruitment Data Associate will include, but are not limited to:**

- Monitor and report on applications daily and work with the Director to determine recruitment strategy.
- Serve as the NY application database expert and the CRM expert.
- Quality control all application data and contact families to confirm data submitted in the application database.
- Oversee approval/denial procedures for all lottery priorities.
- Support all student recruitment tactics and initiatives as needed.

### **Skills and Characteristics**

- Excellent interpersonal skills
- Detail-oriented, highly organized and able to prioritize multiple tasks
- Strong problem-solving skills
- Ability to work effectively both independently and as a member of a team
- Excellent written and oral communications skills
- Highly motivated and self-directed; capable of seeing projects through from beginning to end
- Strong work ethic and "roll-up-my-sleeves" attitude
- Results-oriented individual and willing to do "whatever it takes"
- Excellent computer skills including Microsoft Office; especially Outlook, Word and Excel
- Experience with CRM tools/platforms preferred
- Demonstrated commitment to education, low income communities, and communities of color; prior knowledge of Brooklyn communities a plus
- Spanish speakers strongly encouraged to apply

### **Educational Background and Work Experience**

- Bachelor's Degree (or equivalent work experience)
- Two to three years of relevant work experience required
- Experience with Schoolmint and CRM platforms preferred.

**Compensation**

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

**To Apply**

Please send resume and one-page cover letter to:

Jasmine Marrero

Community Outreach Associate, Team External Relations

[JasmineMarrero@achievementfirst.org](mailto:JasmineMarrero@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/>

Achievement First is an Equal Opportunity Employer