

## Special Projects Liaison to the COO

**Start Date:** Immediate  
**Team:** Operations  
**Location:** Remote

### About Achievement First:

Achievement First serves 15,000 students in 41 schools in five communities across Connecticut, New York, and Rhode Island. All of our students come to us through blind lottery. The majority are Black, Latinx, and children from low-income families who will be the first in their families to graduate from college. 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. 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

The Special Projects Liaison to the Chief Operating Officer (COO) is responsible for the successful completion of projects across teams, both planning and executing. They make decisions that ensure those projects move forward in a timely manner that also prioritizes people's needs. They are a strong collaborator, managing cross team efforts across the network. They make sure that strategies are aligned with Achievement First's goals, priorities, and values. The Special Projects Liaison is an adept communicator, creating positive and effective relationships between the operations team and important stakeholders.

### Responsibilities of the Special Projects Liaison to the COO will include but are not limited to:

- Manage/support goal setting process across COO teams and for the COO personally; and ensure that strategies and resources are aligned with goals
- Develop strategic solutions when problems arise, and work directly with COO to support implementation of those solutions
- Create and implement complex, cross functional projects, including work planning, meeting facilitation, content development, and relationship management
- Respond to emergencies and quickly moving situations with clear plans and organization COO
- Manage effective two-way communication between the COO, other teams and stakeholders, both through official channels (meetings, memos) and relationship building
- Plan and lead team meetings and events
- Support team development, including hiring, feedback cycle, and professional development
- Manage COO Team budget, and coordinate across individual team budgets to ensure resources are allocated as needed

### Skills and Characteristics

- Multi-tasker with the ability to adapt quickly to changing priorities
- Google suite/Office 365 proficient
- Exceptional written and oral communication skills
- Deep commitment to diversity, equity and inclusion
- Adaptive project management skills
- Active listener and skilled collaborator

- creative problem solver
- Active learner, who enjoys developing new skills in themselves and others
- Ability to manage a large budget
- Organized and deadline focused
- Attune to the needs of others, emotionally intelligent
- Goal oriented, able to develop complex solutions to goals
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

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

- Education: Bachelor’s degree in business or a related field
- Prior successful experience managing complex projects to successful completion
- Experience working with diverse groups to achieve goals

#### **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. 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 requires vaccination against COVID-19 for all employees. Reasonable accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. [Click here](#) to read our full policy.