

Program & Operations Associate

Organization: redefinED atlanta
Reports to: Vice President of Operations and Investments
Start date: July 8, 2019 or earlier
Location: Atlanta, Georgia

THE ROLE

The Program and Operations Associate (POA) will perform a variety of administrative and clerical tasks. Duties of the POA include providing administrative support to our managers and employees, assisting in daily office needs, supporting organizational operations, and managing our organization's general administrative activities. This role is critical to strengthening and growing redefinED's internal capacity.

The ideal candidate is an entrepreneurial, collaborative, detail-oriented, and trustworthy individual who can thrive in a small team environment. This is a support-level position-- the POA will report to the Vice President of Operations and Investments, and spend a significant amount of time supporting the Executive Director. Ultimately, a successful POA should ensure the efficient and smooth day-to-day operation of our office.

ABOUT redefinED atlanta

Atlanta is the cradle of the civil rights movement and the economic engine of the Southeast. Yet, for generations, students from low-income communities, particularly students of color, have had access to a public education that is not equivalent to the education available to the city's more affluent children. Conditions for meaningful, positive change in Atlanta do, however, exist, perhaps more so than in any other city in the South. Atlanta has a strong Superintendent, a school board oriented toward quality education for all students, a relatively high per-pupil expenditure rate, a maturing charter sector, state-level support from the Governor, and an abundance of human capital. Nevertheless, these conditions are not being harnessed fully to deliver educational excellence and equity to all students.

redefinED atlanta's vision is for Atlanta to be a place where every student in every community receives a high-quality public education. redefinED atlanta's strategies are focused on developing great public schools through empowering parents, cultivating strong school-level talent, and authentically engaging the community to elevate expectations of excellence and drive change in education in Atlanta.

RESPONSIBILITIES:

ADMINISTRATIVE

- Manage calendars and prioritize meetings for team's senior management
- Book travel and draft trip itineraries for team's senior management
- Manage communication with board members related to scheduling and logistics
- Support and plan team meetings, retreats and board meetings, including taking detailed meeting notes at staff and board meetings
- Support senior management in tracking outreach to constituents and funders and update database with activity
- Process expense reports, reimbursements, and other finance-related administrative duties
- Other administrative tasks and special projects as needed



OFFICE & OPERATIONS

- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Organize office operations and procedures, including organizing and maintaining office common areas (when relevant)
- Provide general support to visitors
- Manage office supply inventory and filing system
- Maintaining office equipment as needed
- Additional duties as assigned

SKILLS AND QUALIFICATIONS

- Minimum two to four years of work experience in a professional environment
- Excellent written and oral communication skills; and interpersonal abilities
- Strong entrepreneurial spirit and resourcefulness in problem solving
- Excellent organizational skills and superior attention to detail with an ability to think proactively and prioritize work
- High level of computer proficiency, particularly with Google Calendar, Gmail, and Microsoft Office Suite; experience with Apple products preferred
- Proven experience as an office administrator, program coordinator or relevant role
- Comfortable with a fast-paced, always-on, and ambiguous environment. Ready to jump in quickly to set up a plan and be incredibly diligent.

PREFERRED BACKGROUND AND WORK EXPERIENCE

While not required, the following skills, experiences and credentials would be welcome:

- An understanding of local and national issues and challenges facing public education

COMPENSATION

Expected salary range for the role is \$40,000 - \$50,000 plus a full-benefits package, with the final compensation package being set commensurate with experience

COMMITMENT TO DIVERSITY

We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff and contractors, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

Interested applicants may submit a resume and cover letter to redefinED atlanta by emailing info@redefinEDatlanta.org with "Program & Operations Associate" as the subject line.

