

## Position: Operations Associate

### Position Summary

Reporting to the Senior Partnership Manager and working closely with other members of the Empower team, you will play a key role in supporting a wide variety of functions across the organization, including Finance, Human Resources, Operations and Development (fundraising). You will have primary responsibility for Empower's day to day finance needs, managing our HR platform, and ensuring smooth business operations for our team. You will also support development through funder research and grant reporting as needed. There could also be opportunities to support our Zones, Communications or Policy teams through special project assignments to increase your exposure to our education programs in ways aligned with your areas of interest.

This position will allow you to develop your skills across a variety of functions in non-profit management and receive coaching and mentorship from experienced leaders.

### Who We Are

Empower Schools partners with communities to help them get the schools they want with the results students need. We develop Third Way solutions that combine the autonomies and energetic innovation of charters with the critical commitment to universal service and local voice that have been hallmarks of districts. Empower works with policymakers, district and community leaders, and educators to fundamentally re-engineer traditional school systems into diverse education ecosystems centered on empowered and accountable schools. Empower has led successful efforts in Lawrence (MA), and is the design and launch partner for the ground-breaking Springfield Empowerment Zone Partnership (MA) and Denver's first Innovation Zone. Some of our current funders include the Bill & Melinda Gates Foundation, Michael & Susan Dell Foundation, Ford Foundation, Draper Richards Kaplan Foundation, and more. Visit us at [www.empowerschools.org](http://www.empowerschools.org).

### How You'll Help

You will play a key role in ensuring that Empower's finance, HR, and operations systems are meticulously organized, up-to-date and easy and secure to use. You'll help make Empower a great place to work by improving the staff experience and maintaining tools that help us work efficiently.

Your responsibilities will span the following key areas:

#### Finance (30%)

- Support the work of our overall finance function, which may include the following responsibilities:
  - Serve as the point person to Empower's banks and finance vendors
  - Manage bookkeeping and payroll
  - Collaborate with teammates to prepare documentation for audit and tax filings and support the development of annual budgets and regular financial forecasts

#### Human Resources (30%)

- Have primary responsibility over our HR function which may include the following responsibilities:
  - Manage our HR platform and relationships with HR vendors
  - Support recruitment and hiring processes for interns and new staff
  - Manage important office-wide communications

#### Administrative and Operations Support (30%)

- Ensure smooth and efficient overall office operations which may include the following responsibilities:

- Manage communication with and documentation for Empower's contracts and vendors
- Serve as Empower's point person on all things office space
- Manage our relationship with our IT provider and manage technology tools (dropbox, slack, docusign, website security and domain, and new tools as needed)
- Complete and submit compliance paperwork in all relevant states

#### **Development (Fundraising) Support (10%)**

- Support our overall development work, which may include the following responsibilities:
  - Support stewardship and reporting for our existing funders
  - Collaborate with teammates to identify and apply for new grants

**Provide support to Empower Schools on other initiatives, as needed, and in ways aligned to your interests.**

#### **Who You Are**

- You are deeply passionate about building and sustaining an education system that advances equity.
- You are a fast learner with a thirst for knowledge, asking questions when you don't understand something, and you are eager to learn how to use different tools to work efficiently and share information.
- You are super organized and detail-oriented, able to keep track of and organize information from many different sources.
- You are a people-person, able to build trusting relationships with teammates and vendors and work collaboratively to find solutions.
- You thrive in a fast-paced, entrepreneurial setting and can find a way forward even when faced with ambiguity.
- You make time to reflect on your work to continually improve your effectiveness and can keep it all in perspective with a strong sense of humor.
- You understand the importance of legal compliance and confidentiality.

#### **What You've Done**

- You have at least two years of full-time work experience; prior experience in office operations and/or finance preferred
- You are comfortable using Microsoft Office (Excel, PowerPoint, and Word) and Google Products (Docs and Sheets)

#### **Salary and benefits**

This is a full-time position based in our Boston office. Salary is commensurate with experience. Empower Schools offers a comprehensive benefits package.

#### **Application**

Interested and qualified applicants should send a cover letter and resume to [careers@empowerschools.org](mailto:careers@empowerschools.org). Please note the job title in the subject line of your e-mail.

*We support equal opportunity and value building the diversity of our team as we grow. We seek individuals of all races, ethnicities, abilities, and creeds to support our organization's work and encourage applications from traditionally under-represented backgrounds.*