



Program & Operations Associate
National Office - Boston

I. Overview of Teach Plus

Mission. The mission of Teach Plus is to improve the achievement of urban children by ensuring that a greater proportion of students have access to excellent, experienced teachers. Half of new teachers leave urban classrooms within three years, just as they are beginning to have the strongest impact on student learning. We give effective teachers a reason to stay.

Programs. Teach Plus runs three programs designed to place teacher leaders at the center of reform. These programs include: the Teaching Policy Fellows Program, the T+ Network and T3: Turnaround Teacher Teams. Our programs focus on demonstrably effective teachers in the second stage of their careers (in most cases, years 3 through 10) who want to continue classroom teaching, while also expanding their impact as leaders in their schools and in state and district policy.

Impact. Teach Plus has a track record of ensuring that teacher advocacy results in innovation in schools and districts. Our work has led to:

- Improvements to local teachers' contracts;
- New programming to increase high-need students' access to strong teachers;
- Nationally significant, teacher-led reports; and
- Greater media attention to the voice of the incoming generation of teachers.

In our first two years of operations, we grew from sixteen founding teachers to a movement of 5000 reform-minded teachers in six cities. We currently operate in Boston, Chicago, Indianapolis, Memphis, Los Angeles, and Washington, D.C.

II. Responsibilities of the Program & Operations Associate

The Program & Operations Associate (PO Associate) will report to the President of Teach Plus and will support the work of the operations and Senior Leadership teams. This role focuses specifically on supporting the administrative, logistical and operational needs of the Senior Leadership team and the operations team.

PO Associate's responsibilities will include administrative duties, national office operations systems management, and program team support. The PO Associate will be responsible for the following activities:

Administrative

- Maintain the organization and inventory for office supplies and program event supplies
- Book travel and hotel arrangements as needed for the CEO, President, National Director of Programs, and National Director of Policy.
- Lead person in providing support of mailings or coordinating bulk mailing processes

- Provide meeting and event support as needed (e.g., scheduling conference rooms, coordinating food, logistics)
- First contact for phones and walk-ins and check on office voice mail
- Process receipts for executive team and supply orders
- Manage calendars for Senior Leadership team as needed by each team member

Operations

- Maintain national Salesforce database and continuously import new contacts and data
- Assist in website updates and maintenance
- Assist with creation of administrative procedures and development of systems (e.g. calendar sharing or reimbursement systems)
- Help organize folders and documents on the shared server so that program tools are easily accessible to Executive Directors
- Support President and Director of Finance & Operations in bringing new sites on board (order furniture, supplies, and technology for sites)
- Onboard new staff and conduct trainings on all data and technology systems
- Serve as lead in-house tech-support resource (coordinate with external tech support provider)

Recruiting & Event Support

- Research and order event marketing give-aways
- Support Program Coordinator during and post T+ Network Events in Boston
- Support the Program Coordinator during peak recruitment and selection season with logistical support such as organizing applications and creating finalist binders for selection meetings
- Help read applications for the Teaching Policy Fellows program and participate in the Fellows selection process

III. Qualifications

In order to be successful in this role, the ideal candidate should have:

- Strong oral communication skills; ability to support and collaborate successfully with multiple constituents inside and outside of the organization.
- Strong organizational skills. Likes to keep track of and move forward details on multiple projects simultaneously.
- Demonstrated experience and evidence of organizing and leading projects to a successful end.
- Exceptional relationship-building and interpersonal skills.
- Comfort working in a highly entrepreneurial environment and the willingness to contribute as needed to an emerging organization.
- Confidence with technology – willingness to learn new systems and become proficient enough to support others.
- A passionate commitment to improving public education by retaining and supporting outstanding teachers in urban schools
- Priority will be given to candidates who have a teaching background.

Salary and Benefits

Salary range of \$33,000 - \$36,000 based on prior experience and qualifications

Application Instructions

Interested applicants should send a cover letter and resume to Anna McCallie at amccallie@teachplus.org. The cover letter should include an explanation of the candidate's interest in the position as well as a summary of relevant qualifications and experience. Teach Plus will receive applications until the position is filled. The desired start date is February 2012.