



June / 25 / 2020

Position description: Operations Coordinator (full-time, temporary)

About Great MN Schools

We believe great schools matter, and that they change lives.

We appreciate that every student has the desire and capacity to learn, and that our community's district, independent, and charter schools can and should ensure that children of all ethnicities, means, and origins are prepared for success in career and life. And we're inspired by schools that are proving every child can succeed.

Toward advancing proven ideas and solutions around K-12 education, we bring together a broad coalition of nonprofit partners, families, educators, and funders working together to drive change and ensure that all students have access to schools that work. To deliver on this commitment, we provide ongoing resources and support to schools committed to building on their promising practices. We also provide community partners with the training and tools needed to equip families with transparent data and other resources to empower them as advocates for their own children as they navigate schools.

Position description

Great MN Schools is looking for an Operations Coordinator to support operations and administrative tasks, digital communications, and other projects, as needed. **This is a full-time (30-40 hours/week) temporary contract position—from July to November 2020, with the potential to extend longer—reporting to the Chief of Staff.**

Key activities include:

- Operations and administration:
 - Managing weekly invoices/bill pay
 - Supporting the compiling of monthly financials
 - Managing supplies and ordering for the organization
 - Supporting the CEO's calendar and scheduling
 - Maintaining Dropbox and "info@" email accounts



- Communications:
 - Contributing to the organization’s digital platforms (e.g., promoting [Minneapolis School Finder](#), enrollment at changing-the-odds schools, and sharing “good news” from portfolio schools)
 - Supporting website and CRM system updates and maintenance
- Event planning:
 - Supporting planning/execution of virtual “annual meeting” events, scheduling virtual trainings and other coalition events
- Other projects and tasks, as needed—we’re a small organization and are looking for a team player

Qualifications

The ideal candidate has 1-3 years of work experience in an office setting (can be from an internship or part-time work). S/he is detail oriented, able to juggle multiple projects and priorities at once, is comfortable with social media, enjoys working in a team setting, and is able to bring a diversity, equity, and inclusion lens to their work. S/he is passionate about education and closing the achievement gap in Minneapolis. S/he brings the following skills and personal characteristics:

Skills

- Quick learner
- Experience managing multiple priorities simultaneously with strong attention to detail, ability to operate independently and in collaboration with others
- Demonstrated ability to manage timelines and meet deadlines, and proactively identify problems and potential solutions, resulting in an ability to move forward work in a fluid environment with significant flexibility
- Interest in a diverse work portfolio, with changing priorities and deadlines
- Knowledge and experience of social media platforms; comfort with “light” website editing, Microsoft Office, Google Suite, Dropbox, and MailChimp

Personal characteristics

- Strong commitment to Great MN Schools’ vision, interest in K-12 education
- A good attitude and willingness to get the job done and done well!
- Motivated by supporting others to collectively achieve organizational goals
- Ability to apply an equity lens in their work
- Enthusiasm, team-orientation, strong work ethic, and positive energy
- Ability to thrive in a fast-paced environment with a strong commitment to collaboration



Location

Great MN Schools offices in the Uptown Minneapolis WeWork office located at 1330 Lagoon Ave. Due to the COVID-19 pandemic, the majority of staff are working remotely from home; the Operations Coordinator will have the flexibility to access WeWork and work remotely.

Compensation

\$20/hour (approx. \$2,600-\$3,500/month).

Apply a.s.a.p. (no later than July 10, 2020)

Please submit your resume and a cover letter to Nicholas Banovetz, Chief of Staff: nbanovetz@greatmnschools.org with "Operations Coordinator" in the subject line.

Great MN Schools is an equal opportunity employer.

