



School Leader Lab

Operations and Special Projects Associate

Washington, DC

ABOUT SCHOOL LEADER LAB ('SLL')

We are a small and mighty DC-based nonprofit developing school leaders to create and sustain high-quality outcomes for all students. With equity at our core, we support individuals and teams in the three domains of instruction, adult leadership and anti-racism. We do this work through cross-sector cohort programs, school-based engagements and coaching. We fiercely believe in building community among our leaders and developing them through practice-based learning. Our work goes deep in Washington, DC and Kansas City along the entire instructional leader pipeline -- from teacher leader through principal supervisor.

HOW WE WORK

We believe in the power of leadership and the importance of team dynamics - not only do we cultivate that in others, but we are incredibly attentive to it within our own team. This means we prioritize time to build relationships with each other, lean into conflict, and continuously strengthen the health of our team. We bring a unique blend of technical and adaptive approaches to how we develop others. This requires us to be highly collaborative as a team while being able to lead work independently. We are committed to our own growth, reflection and continuous improvement- we seek out feedback frequently from each other and our school leaders and quickly act on it so that we can be trusted partners to our schools. We work in different physical spaces- with instructional leaders in schools (when safe to do so), through virtual and in-person trainings, with each other at a team retreat or in an office setting, and from our home offices.

THE ROLE

We seek a teammate who thrives in details and cares deeply about excellent schools for all students. You will join our team – working with our Program Directors to plan and deliver stand out training experiences, developing clear and resonate communications, and strengthening our work through systems and an eye towards data-driven continuous improvement. In this role, you will work closely with all members of our team, interact with our adjunct faculty, school leaders and our partner organizations -- and be able to work independently on your projects. This is an ideal role for someone who sees themselves as a chief of staff one day as the role requires a broad set of skills and the ability to switch gears quickly. This full-time role begins in June 2021 initially in a remote capacity, reports to the Executive Director and works closely with the whole team.

ROLE AND RESPONSIBILITIES

Our work is program-/project-based and varies over time. Broadly, the responsibilities of the role will be:

Program Operations & Project Management (40%)	Data Analysis & Management (20%)	Communications (20%)	Related Responsibilities (20%)
<ul style="list-style-type: none"> ● Drive project delivery with agendas, timelines and communications ● Develop detailed backwards planning of leader trainings, including tight run-of-show plans and calendar management for in-person or virtual delivery ● Execute events with logistical support, Zoom management, procurement and excellent in-person experiences ● Manage up to team members to deliver excellent authentic experiences for the leaders we work with 	<ul style="list-style-type: none"> ● Drive data collection with an eye towards impact ● Create and input survey data ● Maintain and ensure the quality of our data collection ● Data analysis and critical thinking to inform continuous improvement cycles and planning ● Administer 360 feedback surveys for program participants 	<ul style="list-style-type: none"> ● Create and draft newsletters and external-facing communications ● Support branded communications and marketing efforts through digital channels ● Support internal communications, team meetings and retreats 	<ul style="list-style-type: none"> ● Identify opportunities and build systems to support our growing organization ● Drive and improve our knowledge management systems ● Lead various internal projects as needed

A few examples of the work you might do:

- Plan and lead the event-related components of a full-day Learning Lab training session from start to finish, including developing a list of all materials, catering and logistics, a project timeline to delivery, a minute-by-minute run-of-show, and morning-of set up.
- Build a template, collecting data and distributing participant performance updates to participants' managers
- Create the project plan for recruitment of leaders into our School Leader Collective training program, developing externally-facing applicant materials, updating our website, managing communications, scheduling, enrollment and invoicing
- Use PowerBI to analyze and report data to team and for funder reporting

QUALIFICATIONS

You bring these competencies and characteristics

- Equity mindset: Demonstrated commitment to, and comfort with, addressing issues of diversity, equity and inclusiveness across lines of difference
- Shared commitment to our organizational values (see below)
- Detail and systems thinker. You are:
 - highly organized with an ability to manage multiple projects at a time with independence
 - driven by data, with an ability to zoom out, analyze and communicate trends
 - constantly sweating the little things, the audience experience and ways to mitigate risk
- A team orientation: Collaborates well and effectively leverages the strengths of others. You have a proven ability to take initiative independently and thrive in a fast-paced start-up environment with on-going change
- Outstanding communication skills, both written and oral with an orientation toward detail and tone
- Personal qualities of initiative, humility, curiosity, vulnerability, resilience and flexibility (we're little and nimble and we hustle)
- Ability to commit to some early morning, evening and weekend work and a willingness to travel (up to 10%)
- Dexterity with Google Suite, MS Office, Zoom, video and managing a complex calendar

Your experience

- Experience planning, leading projects and executing in a fast-paced environment
- At least two years of full-time work experience in a team setting, with increasing responsibility
- School experience preferred

OUR CORE VALUES

- **Equity** We are committed to engaging in equitable practices in our work and the schools and communities we serve. We devote significant time, energy and resources to building our muscle and that of our partners in service of disrupting racial inequity.
- **Integrity.** We hold ourselves to a high bar of excellence and are principled in our approach and interactions with our partners and each other.
- **Partnership.** We believe exceptional leadership requires deep and meaningful collaboration, both with our leaders and among our team. Working together will always yield better results than working alone.
- **Impact.** We are committed to building capacity to improve the results and sustainability of the schools we serve. We use data and feedback to drive our decision making and resource allocation to ensure our programming and organization yield excellent results for our schools.

COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT POLICY

At School Leader Lab, we believe that diversity makes us stronger and challenges us to think differently every day. SLL is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.



COMPENSATION: We are open to candidates coming from a range of positions and are committed to hiring for impact, rather than a certain set of experiences. The starting salary range for this role is \$55,000-70,000 and we offer a benefits package of medical, dental, vision and life insurance as well as a 401(K), and short-term disability. SLL is closed most federal holidays and provides five weeks of paid leave per year.

TO APPLY

We are actively reviewing applications for this role with a target start in June 2021. For best consideration, please [submit the following by May 3rd](#):

- A. Your current resume
- B. A one-page cover letter that answers the following:
 - Why are you interested in this role?
 - What are your top three professional strengths? Please provide an example for each.
 - Share an example of a successful experience that is most analogous to the role of Operations & Special Projects Associate
- C. Work samples relevant to the role (no more than two pages per sample - feel free to cut from a larger document)
 - A planning document of any kind that is reflective of your work
 - An example of how you have presented data or an analysis