

Operations Coordinator

Location: Austin, TX

About Deans for Impact

Deans for Impact is a national nonprofit organization that empowers leaders in educator preparation who want to transform the way we prepare future teachers. We believe the United States should have the greatest system of educator preparation in the world, one where we consistently prepare teachers to be good on day one, and on the path to be great over time.

We support leaders across a diverse set of institutions, including former land grant colleges, Historically Black Colleges and Universities and Hispanic-Serving Institutions, private research universities, and newer practice-focused programs. All told, we are currently working with over 45 leaders of educator-preparation programs located in 24 states and Washington, D.C.

We believe that system change requires transformation across multiple dimensions, and the work we do reflects that philosophy. Through our **Impact Academy** fellowship, we help new leaders identify their visions for change, and develop plans for implementation with our ongoing support. Through our **Building Blocks** workshop series, we help teams of leaders orient their visions around specific design principles that we believe lead to better prepared beginning teachers. Through our **Common Indicators System** initiative, we are coordinating cross-institutional work to gather and analyze evidence of teacher-candidate knowledge and skills and of program quality.

And wrapped around all of this is our **policy effort** to amplify the voices of solutions-oriented leaders and create the enabling conditions that will support the transformation of educator preparation.

Our Culture

At Deans for Impact, we believe that a great workplace is one where you are inspired by your colleagues and deeply engaged in your work every day. We bring the values of “start-up culture” into our work with higher-education leaders by moving nimbly, iterating quickly to improve, and collaborating constantly.

As we grow, we seek new team members who possess the following core characteristics:

- You are committed to **continuous learning and growth**.
- You want to co-create and be a part of a **high-functioning team**.
- You draw **insight from complexity**.
- You are able to **engage others in pursuit of our mission**.
- You thrive in an **entrepreneurial environment**.
- You approach work as a **dedicated and self-driven professional**.

The role of Operations Coordinator at Deans for Impact

The Operations Coordinator will be instrumental to the successful daily operations of Deans for Impact and will have the opportunity to engage across multiple aspects of the organization's efforts to transform educator preparation in the US. This role is designed for someone eager to learn what it takes to run a high-functioning, mission-driven organization. The Operations Coordinator will play a pivotal role creating positive and compelling participant experiences at all events hosted by Deans for Impact. They will also provide administrative support to the Executive Director and ensure smooth daily office operations.

Responsibilities

- Providing administrative support to the Executive Director, including managing calendars, coordinating travel, overseeing expense reporting, and performing other administrative duties to support daily activities.
- Researching venues and vendors for events hosted by Deans for Impact, including coordination of food, lodging, transportation, and meeting space.
- Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, and communicating staff responsibilities.
- Proactively overseeing office equipment and supplies to ensure smooth daily operations.
- Interacting with building management and others as it relates to office management and rental agreements.
- Supporting special projects as needed. This may include research, preparation of communications materials and reports, and development of proposals and recommendations.

Desired Qualifications

The ideal candidate will have most of the following experiences, skills and qualities:

- **Experience:**
 - You should have a bachelor's degree and at least three years of relevant work experience.
 - If you have teaching experience or have worked in higher education, that's a plus.
- **Skills and qualities:**
 - You are extremely detailed-oriented and organized.
 - You are able to appropriately prioritize work, take on multiple tasks simultaneously, manage time effectively and deliver high-quality work on time.
 - You are able to communicate effectively with a wide range of individuals – from external vendors to philanthropic program officers.
 - You take initiative, anticipate challenges, and proactively pursue solutions to problems ranging from the mundane to the complex.

How to Apply

Please email careers@deansforimpact.org with your resume and a brief paragraph on why you are interested in Deans for Impact and the Operations Coordinator role (no formal cover letter necessary). We will start screening candidates immediately and continue until we find the right person. Deans for Impact attracts top talent, and we offer competitive wages and benefits.

For more information, visit www.deansforimpact.org.

*Deans for Impact is an equal opportunity employer.
We are committed to a diverse and inclusive workplace.*