

Special Assistant

Location: Austin, TX

About Deans for Impact

Every child deserves a well-prepared teacher. Deans for Impact is a national nonprofit organization working to make this the reality for every student in the U.S. We do this by bringing together leaders of educator-preparation programs who want to change the way they prepare beginning teachers; helping them transform their programs through evidence, including our best scientific understanding about how students learn; supporting them to sustain changes over time; and building their capacity to influence policy.

Our Values

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. Six core values guide our work:

- **Model professionalism** – We seek out feedback and foster growth through honesty and humility.
- **Be good stewards** – We care deeply about our culture, and everyone is expected to positively nurture its growth and evolution.
- **Practice good pedagogy** – We create learning environments where all voices are heard; gather evidence to inform our decisions; and design activities with the end in mind.
- **Always seek solutions** – We are nimble in developing solutions to problems and testing them, and then we iterate based on what we've learned.
- **Design for inclusivity** – We take deliberate steps to foster inclusivity in everything we do, from hiring to program design to identifying leaders to collaborate with.
- **Transform the system** – We take risks to create transformative change, and we're not afraid to fail.

The role of the Special Assistant at Deans for Impact

The Special Assistant 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 and excited to grow professionally within and beyond the role. The Special Assistant will engage with a network of member deans and other leaders – from across the national landscape of educator preparation – who are deeply committed to improving opportunities for students.

Responsibilities

The Special Assistant will be responsible for:

- Providing administrative support to the Executive Director and senior leadership, including managing calendars, coordinating travel, overseeing expense reporting, and performing other administrative duties to support daily activities.

- Supporting efforts to reach a broad external audience through preparation of communications materials and reports, development of proposals and recommendations, and special projects as needed.
- Developing, managing, and training others on office protocols and processes.
- Proactively overseeing office equipment and supplies to ensure smooth daily operations.
- Supporting events management, including materials preparation and researching venues and vendors for events (e.g. food, lodging, transportation, meeting space)
- Interacting with building management and others as it relates to office management and rental agreements.

Desired Qualifications

We understand that people gain skills through a variety of professional, personal, educational, and volunteer experiences. We encourage candidates to review the key responsibilities and qualifications below. If you believe you have the transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

- **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.
 - You listen carefully, and think about how your history and experiences influence your perceptions.
 - You recognize the connection between historical injustices and present-day inequities in education – and want to help remedy them.

How to Apply

Please visit <http://bit.ly/DFICareers> to submit your application for the Special Assistant position. If you have any questions, please reach out to careers@deansforimpact.org.

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.

At Deans for Impact, we believe that diverse perspectives and backgrounds create a rich work environment and enhance our ability to pursue our mission. We hope you will join us as we continue to build an organization where people from all backgrounds are welcomed and all identities are affirmed.

Deans for Impact provides equal opportunity in employment without regard to race, color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood.