



Position: Program Associate Boston, MA

Position Summary

Reporting to the Senior Program Manager, you will work closely with your teammates to help build state-level movements to empower public schools through the creation of high-autonomy, high-accountability Empowerment Zones. You will support in the cultivation of partnerships in new and existing geographies, and in the execution of Zone design projects. This position is based in Boston, MA. Travel, up to 15% of your time, may be needed to further our work on-the-ground in districts and states across the country.

Who We Are

Empower Schools partners with communities to help them get the schools they want with the results students need. We develop solutions that combine the autonomies and energetic innovation of charters with the critical commitment to universal service and local voice that have been hallmarks of districts. Empower works with policymakers, district and community leaders, and educators to fundamentally re-engineer traditional school systems into diverse education ecosystems centered on empowered and accountable schools. Empower has led successful efforts in Lawrence (MA) and is the design and launch partner for the groundbreaking Springfield Empowerment Zone Partnership (MA), the Luminary Learning Network Innovation Zone (Denver, CO), Transformation Waco (Waco, TX), and the Northeast Denver Innovation Zone (Denver, CO). Visit us at www.empowerschools.org.

Who You Are

You are a fast learner with a thirst for knowledge and are excited by developing creative solutions to challenges encountered at the school and system levels. You are familiar with the challenges facing K-12 urban education (and/or excited and willing to learn) and are eager to apply your analytical and creative problem-solving skills to address them. You enjoy working individually and as part of a team and are able to build strong relationships with others. You are organized and interested in developing strong project management skills that will allow you to design and implement complex projects involving multiple stakeholders and tight deadlines to high standards. You thrive in a rapidly-evolving environment and recognize that resourcefulness and effective communication skills are key to success. You are able to take ideas and solutions from brainstorming to fruition, while engaging and incorporating the perspectives of others. You make time to reflect on your work in order to continually improve your effectiveness, you know how to self-advocate in order to get the support that you need, and you can keep it all in perspective with a strong sense of humor.

In short, you are an early career generalist who is interested in learning and growing their skills to support a dynamic team on a wide range of projects.

How You'll Help

Your work will vary based on your interests and organizational needs. Responsibilities may include:

Conduct research to inform Empower's approach in potential target districts and states

- Through research, analysis, and conversations with knowledgeable local contacts, examine the state education landscape in target states and make research-based recommendations about high-potential partner districts, possible partnership approaches, and potential local champions and non-profit partners who seem aligned with Empower's approach
- Research state policy and past school improvement initiatives to understand local context and potential policy pathways in target states

Support partnership development and execution of state and district partnerships

- Assist in the execution of Zone design and launch partnerships
 - Create custom community-focused presentation and communication materials for diverse stakeholders (e.g., district partners, school-based staff, community members, state policy champions, etc.)
 - Serve as project manager for specific project workstreams
 - Develop clear and compelling written deliverables to enable Zone approval and facilitate Zone strategic planning (e.g., application documents for district or state authorization, concept papers, strategic plans)
 - Work with teammates to design and implement programmatic strategy in new Zones, including supporting Zone leadership teams, recruiting Zone staff, cultivating school improvement partners, and communicating progress

Build Empower's knowledge of the national education landscape

- Keep track of recent and in-progress education laws that could impact our work
- Conduct research on innovative Zone and school models across the country
- Stay up to date on media coverage related to our work

Provide support to Empower Schools on other initiatives, as needed

What You've Done

- 1-3 years of work experience in a relevant field or role
 - Education or consulting experience preferred, but not required
- Demonstrated interest in education reform and strong alignment with the goals of Empower Schools
- Willingness to take initiative to successfully manage complex projects involving multiple components

- Must be able to successfully build relationships with partners, external organizations, policy makers, and education leaders
- Possesses a flexible, resourceful, and creative mindset and deep motivation to drive toward high-quality outcomes with a consistently positive attitude
- Excellent written and oral communications skills, including the ability to translate ideas into clear, compelling documents (e.g., in PowerPoint and Word formats)
- BA/BS or advanced degree preferred

Salary and Benefits

Salary is commensurate with experience. Empower Schools offers a comprehensive benefits package.

Application

Interested and qualified applicants should send a cover letter and resume to careers@empowerschools.org. Please note Program Associate in the subject line of your e-mail and please save your attachments using the following convention: LastName_FirstName_CoverLetter and LastName_FirstName_Resume.

We support equal opportunity and value building the diversity of our team as we grow. We seek individuals of all races, ethnicities, abilities, and creeds to support our organization's work and encourage individuals from historically under-represented backgrounds to apply.