



50 Milk Street, 16th Floor, Boston, MA 02109

empowerschools.org

Position: Associate (June 2020 start)

Boston, MA or Austin, TX

Position Summary

As an Associate at Empower Schools, you will work closely with your teammates to build state-level movements to empower public schools to better serve students and their families through the creation of high-autonomy, high-accountability Empowerment Zones. Your support to cultivate partnerships and execute Zone design and implementation projects will positively impact students who traditionally have been underserved in Massachusetts, Texas, and beyond.

This position is based in Boston, MA or Austin, TX and applicants must be willing to travel up to 30% of the time to support our work on-the-ground in districts and states across the country. The start date for this position is June 2020.

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 partnered with communities to design and launch Transformation Waco (Waco, TX), the Leadership Academy Network (Fort Worth, TX), the Rural Schools Innovation Zone (Premont, Freer, and Brooks County, TX), the Lubbock Partnership Network (Lubbock, TX), the Springfield Empowerment Zone Partnership (Springfield, MA), the Luminary Learning Network Innovation Zone (Denver, CO), the Northeast Denver Innovation Zone (Denver, CO), the Beacon Network Innovation Zone (Denver, CO), the South Bend Empowerment Zone (South Bend, IN) and the Consortium Partnership Network, (St. Louis, MO). 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 designing and implementing complex projects involving multiple stakeholders and tight deadlines. 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 a generalist who is interested in learning and growing your skills while working with 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:

Support the design and execution of district partnerships in collaboration with many stakeholders

- Support diverse stakeholders (e.g., district partners, school-based staff, community members, state policy champions, etc.) throughout the development and implementation of Zone partnerships including:
 - Provide responsive support to principals and Zone leaders
 - Serve as a resource for district staff
 - Plan and participate in site visits for school teams
 - Coordinate communication among stakeholders including facilitation of check-in calls and creation of update messages
 - Monitor relevant media coverage for partnerships
- Create compelling custom written deliverables to advance Zone projects
 - Develop community-focused presentations and communication materials for school and community stakeholders
 - Draft and provide input into application documents for district or state authorization
 - Support the creation of concept papers, strategic plans, grant applications, and board presentations
- Collaborate with teammates to serve as project manager for specific project workstreams
 - Create project plans and adjust along the way
 - Communicate project milestones and progress to teammates and partners

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

- Research, analyze, and connect with knowledgeable local contacts to 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

Provide support to Empower Schools on other initiatives, as needed

Qualifications

- At least 1-3 years of work experience in a relevant field or role
- Demonstrated interest in education reform and strong alignment with the goals of Empower Schools



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- Education or consulting experience preferred, but not required
- Willingness to take initiative to successfully manage complex projects involving multiple components
- Ability to build successful relationships with partners, external organizations, policy makers, and education leaders
- Possession of 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)
- Dedication to continuous improvement (both personal and organizational) and interest in incorporating feedback from others
- BA/BS or advanced degree preferred

Salary and Benefits

The salary for Associates starts at \$50,000 per year, with opportunities for meaningful advancement for successful team members every 2-3 years. Empower Schools offers a comprehensive benefits package, including health and dental insurance, retirement benefits, life and disability insurance, and flexible spending accounts.

Application

Interested and qualified applicants should send a cover letter and resume to careers@empowerschools.org. Please note Associate in the subject line of your email and mention where you would prefer to be based for the role. 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.