



## Position: Associate

**Location: Flexible, Austin TX, Dallas-Fort Worth TX, Denver CO, Boston MA (preferred)**

### Position Summary

As an Associate at Empower Schools, you will work closely with your teammates to build state-level movements to support opportunities to design and launch innovative solutions that can better meet the needs of students. Your support to cultivate partnerships, and to design, and implement projects will positively impact students who traditionally have been underserved. As part of this role, you will receive coaching, mentorship, and guidance from experienced leaders inside and outside of our organization.

The location for this position is flexible and currently remote, but our preference is Austin, TX, Dallas- Fort Worth, TX, Boston, MA, or Denver, CO, where we have staff on the ground. If public health conditions make travel possible, applicants must be willing to travel up to 30% of the time.

### Who We Are

Empower Schools envisions a country where every student – especially those in underserved communities – has the opportunity to succeed in school and life. As a national non-profit, we catalyze innovative solutions by partnering with educators and communities to reimagine local education systems towards more equitable life outcomes for all students. We focus on three key areas:

- **Empowerment Zones-** We work with communities to design and launch sustainable local partnerships that enable transformative district schools. Empowerment Zone educators have the flexibility to make decisions that are right for their students, community, and staff.
- **Rural Collaboratives-** We work with rural communities to forge new partnerships and develop new ways to share resources so that students in rural areas have access to a great education and are equipped for college and career success.
- **Early College and Career Pathways-** We work with communities to create opportunities that lead to postsecondary success for all students. We foster innovative, sustainable, and scalable structures that bridge high school to college and career so students can get the head start and success they need even before they graduate high school.

To date, we have supported the design and launch of fourteen empowering partnerships across five states, serving more than 28,000 students attending 60 schools.

### Who You Are

- You are committed to centering racial and socioeconomic equity in your work. You understand the impact of systemic and implicit racism and challenge yourself and others to support transformational outcomes for students across race and class.
- You are familiar with the challenges facing K-12 urban education (and/or excited and willing to learn). You are excited by developing creative solutions to challenges encountered at the school and system levels.
- You enjoy working individually and as part of a team and can 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 can take ideas and solutions from brainstorming to fruition while engaging and incorporating the perspectives of others.
- You make time to reflect on your work to improve your effectiveness, you know how to self-advocate to get the support you need, and you can keep it all in perspective with a strong sense of humor.
- In short, you are a generalist interested in learning and growing your skills while working with a dynamic team on a wide range of projects.



## How You'll Help

Work at Empower Schools looks different each day, depending on the projects you support. Your work will vary based on your interests and organizational needs. Responsibilities may include:

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

- Support diverse stakeholders (e.g., district partners, non-profit staff, school-based staff, community members, state policy champions, etc.) throughout the development and implementation of Empowerment Zones, rural collaboratives, early college and career pathways, including the following:
  - Provide responsive support to our diverse stakeholders
  - Serve as an expert resource for various stakeholders
  - Coordinate communication among stakeholders, including facilitation of check-in calls and creation of update messages
  - Monitor relevant media coverage for partnerships
  - Plan and support convenings and site visits
- Create compelling written deliverables to advance Empowerment Zone projects, rural collaboratives, and early college and career pathways
  - Develop community-focused presentations and communication materials for school and community stakeholders, engage with stakeholders as needed
  - 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 to advance our work
- 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

### Provide support to Empower Schools on other initiatives, as needed

## Qualifications

- At least 2-4 years of work experience in a relevant field or role
- Demonstrated interest in education reform and strong alignment with the goals of Empower Schools
- Education or consulting experience preferred, but not required
- Willingness to take initiative to manage complex projects involving multiple components successfully
- Ability to build successful relationships with partners, external organizations, policymakers, 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
- New hires are required to show proof of being fully vaccinated against COVID-19 within six weeks of hire

## Salary and Benefits

The salary for associates is \$55,000 per year, with opportunities for meaningful advancement for successful team members every 2-3 years. In addition, 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](mailto:careers@empowerschools.org). Please note Associate in the subject line of your e-mail 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.

The preferred deadline for applications is December 15th.

*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.*