



Position: Operations Coordinator

Location: Greater Boston

Location: Flexible with 2 days per week in office

Our preferred application deadline is June 5, 2024. Please note that we do not guarantee review of applications received after this date.

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.

Position Summary

The Operations Coordinator will play a critical role in supporting our daily operational activities and ensuring the efficient functioning of our organization. This role requires an individual with a strong understanding of payroll and benefits administration, excellent organizational skills, and the ability to adapt to new tasks and responsibilities as they arise. If you are a dedicated, adaptable, and detail-oriented professional with experience in payroll and benefits administration, we encourage you to apply for the Operations Coordinator position at Empower Schools.

How You'll Help

- **Payroll Management:** Execute and oversee the payroll process, ensuring accurate and timely payments to employees in collaboration with the finance team



- Benefits Administration: Manage and administer employee benefits programs, including health insurance, retirement plans, and other benefits, ensuring compliance with organizational policies and regulatory requirements
- Document Management: Maintain and update necessary documents, including using DocuSign, and ensure all records are accurately stored and organized
- Tracker and System Updates: Keep various trackers and systems up to date with the most current information, helping to streamline processes and provide real-time insights to the team
- Divvy Credit Card Account Management: Manage company credit card accounts, track expenses, and ensure compliance with expense policies
- Assist with Audit: Support the auditing process by providing necessary documentation and assisting auditors as needed
- General Project Management Support: Collaborate with the operations and project management teams to support the successful execution of various projects and initiatives

Preferred Qualifications

- Minimum of 1 year of experience in payroll and benefits administration with a strong understanding of payroll processes and benefits management
- Strong alignment with the mission and goals of Empower Schools including anti-racism, diversity, equity & inclusion and a commitment to centering racial and socioeconomic equity
- Excellent organizational skills and attention to detail.
- Knowledge of financial tracking and record-keeping
- Proficiency in using DocuSign and/or other document management tools
- Strong communication, teamwork and project management skills
- Interest in and ability to adapt to new tasks and responsibilities as the role evolves

Salary and Benefits

The salary range for the Operations Coordinator is from \$52K to \$58K annually. Candidates are placed within the range based on relevant years of experience. 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 apply [here](#). Note: the application deadline for this position is June 5, 2024. We do not guarantee review of applications submitted after this date.



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 underrepresented backgrounds to apply.