

## **Operations Coordinator**

### **Job Summary**

Education Reimagined seeks a Coordinator to support its Operations team to ensure the organization has the structures, processes, and capacity to run effectively and maintain its strong team culture.

### **About Education Reimagined**

Education Reimagined is a national nonprofit organization, based in Washington DC, harnessing the power of visionaries and communities across the country to create and enact a new design for the public education system that is centered around learners, versus schools.

We recognize the obligation of public education to develop and prepare future generations. Education must lead to family-sustaining careers and fulfilling lives—so that all young people are equipped to contribute productively to communities, economies, and democracy. The current public education system was designed more than 100 years ago to meet a specific, now outdated, need: to instill order and compliance, for predetermined roles in an industrial society. This structure has perpetuated long-standing inequities, resulting in the marginalization of entire communities.

Since 2013, Education Reimagined has successfully furthered the effort to build and advance the field of learner-centered education. The mission is to make learner-centered education available to each and every child in the country, inclusive of race, background, and circumstance. To advance this mission, we have convened and supported a community of practitioners who are successfully engaging children with learning that nurtures their agency, taps their interests and gifts, and offers experiences to explore and apply concepts in the real world.

Now the organization is laser-focused on advancing the creation of a transformed public education system via the development of community-based, learner-centered ecosystems. We have ignited an R&D acceleration initiative to ignite this change. In this, the organization is sharpening the vision, coalescing the partners, marshaling the funding and resources, to establish these ecosystems as a viable, accountable, and sustainable alternative design for public education.

In this work, we are growing the organization's staff and elevating our systems, structure, and processes for effective, productive, and collaborative work. We are seeking an Operations Coordinator to join the operations team to help advance this next phase of the organization's momentum and impact.

## The Role

The Operations Coordinator will manage and sustain the smooth operation of the organization's business activities, accounts receivable systems, team celebrations, and administrative priorities as Education Reimagined grows to reach its bold ambitions.

This position will be based in Washington, DC, with flexible remote work options. Primary responsibilities include:

- Run the organization's accounts payable system to ensure prompt payment and effective systems for all incoming invoices and reimbursables
- Coordinate virtual and in-person meeting scheduling for C-Suite and for cross-departmental or partnership meetings
- Maintain an effective office by coordinating with co-working venue (Convene), executing office operations and procedures, overseeing filing systems, and monitoring supplies
- Design and implement team opportunities to build staff relationships, celebrate significant moments, and maintain connections in the majority-remote organization
- Manage database entry and general upkeep of all data management systems (e.g. Salesforce)
- Arrange travel details for varied staff members to attend events and conferences across the country
- Organize and implement Board meeting schedules and take meeting minutes for Board and committee meetings
- Serve as notetaker in relevant calls and meetings, as necessary

## Qualifications

- 1+ year of experience and demonstrated success in operations, ideally for a non-profit but not required. Those with translatable experience are encouraged to apply.
- Self-motivated with strong planning and organizational skills, including the ability to prioritize tasks to achieve goals in a timely manner.
- Detail-oriented and adept at managing and implementing user-friendly operations systems and protocols that respond to the needs of the team.
- Strong interpersonal and communication skills with coworkers, vendors, and outside stakeholders.
- Able to positively receive and integrate feedback.
- Excited about the chance to work with a mission-driven, growing team and ready to provide support across a range of team functions, as needed
- Fluency in G-Suite, Zoom, and Microsoft Suite. Experience with Salesforce and Basecamp, a plus.
- Experience in event planning or meeting logistics management, a plus.
- Excited by [A Transformational Vision for Education in the US](#) and [The Big Idea](#) of learner-centered ecosystems

## **Compensation**

Salary will be based on experience, skills, and location, beginning at \$60,000. Education Reimagined's compensation package also includes medical, dental, and vision coverage; generous paid time off; 17–19 paid holidays per year; a 401(k) plan; and a flexible work environment.

## **To Apply**

To apply, please submit the following to Nayan Bhula at [nayan@educationreimagined.org](mailto:nayan@educationreimagined.org). Please include the position title in the email subject.

- Cover letter addressing your interest in the position and what makes you a strong candidate
- Resume including relevant work experiences

## **Equal Opportunity Employer**

Education Reimagined is an equal-opportunity employer and is committed to maintaining and promoting a workforce that reflects diversity at all levels of the organization. We encourage applications from all qualified individuals without regard to race, color, ethnicity, religion, national origin, sex, pregnancy, sexual orientation, gender identity and expression, age, veteran status, marital status, disability (including mental disabilities, learning disabilities and history of disabilities), genetic information, record of arrest or conviction or any other basis prohibited by applicable federal, state, or local law.