



Operations Coordinator: Job Description

We're looking for an organized and passionate person to join our dedicated team and flexible workplace. The Operations Coordinator will support day-to-day operations and help execute engaging events in service of EE's mission to advance equitable, student-centered learning. Ideal candidates share in our commitment to dismantling injustice, particularly in education.

The position will be remote, but once it is safe to do so would work at least one day per week from our office in Saint Paul.

Applications will be accepted on a rolling basis with priority given to those received by Friday, July 23. To apply please send a cover letter describing relevant experience and a resume to jobs@educationevolving.org.

About Education Evolving

Education Evolving (EE) is a nonprofit, nonpartisan organization focused on advancing student-centered learning, in particular for students who are underserved.

To us, [student-centered learning](#) means learning is built on a foundation of strong relationships where students' foundational needs are met and their identities are honored and reflected in school; learning is driven by students and relevant to their lives beyond school; and learning is oriented around mastering knowledge and skills rather than passing time in seats, with students receiving personalized support as needed.

If student-centered learning is the goal, how do we get there? Our [theory of change](#) is two-fold:

- **Teachers**, who work closest with the students, must have larger professional roles in designing and leading schools.
- **Policy** must enable and support innovation, by creating space, removing barriers, and creating a climate of encouragement.

We draw on three primary [strategic levers](#) to advance our theory of change:

- **Thought Leadership:** We contribute ideas, research, analysis, and stories to enrich and inspire the conversation on education redesign. This includes publishing reports, memos, and FAQs; writing a blog; hosting public events with guest speakers; and more.
- **Policy Advocacy:** We work—in collaboration with legislators, communities, education organizations, and educators—to advance policy recommendations that clear barriers, create opportunities, and provide encouragement for high quality, equitable, student-centered learning.
- **Educator Networks:** We connect and support a core group of schools using innovative designs for student-centered learning and collaborative leadership. We do this by hosting convenings; weaving a network and making introductions; producing resources and guides; and partnering with other organizations who provide more direct support to schools.



EE has a long history of making change in public education. For more information see our [about us page](#), and our most recent [annual report](#).

Position Responsibilities

- **General Operations**
 - Bookkeeping—inputting bills into our accounting software, entering reimbursements, printing checks, updating budgets, etc.
 - Board and staff meeting support—running reports, compiling metrics, gathering and printing materials, assembling agendas and packets, etc.
 - Supporting development and fundraising—helping to prepare thank you letters, track grant/report deadlines, coordinate special donor opportunities, etc.
 - Admin support—sending out occasional mailings, developing meeting agendas, preparing meeting, workshop, and presentation materials.
 - Data maintenance—including maintaining our database, eliminating duplicate names, updating information, etc.
 - Other tasks—supporting the executive director and others on the team in other administrative tasks as they arise, including helping to schedule meetings, submitting required yearly state filings, coordinating selection of student interns, following up on late invoices, etc.
- **Events Operations and Logistics**
 - Communicating—connecting by phone and email with attendees and presenters to send invitations, follow-ups, reminders, logistics info, etc.
 - Project management—assigning tasks in our online task management software Asana, keeping an eye on timelines, scheduling calendar invites for meetings, etc.
 - Logistics—reserving event spaces and hotel rooms, ordering food/beverages, being point of contact for venues/catering, arranging parking options, arranging site visit transportation, confirming dates and schedules, etc.
 - Registration and event management—setting up registration pages, managing Eventbrite, managing guests lists, printing name tags, serving as a site coordinator, running check in, setting up sessions, etc.
 - Design—supporting the team to design virtual and in-person events that are inspiring, inclusive, educational, powerful, and culturally responsive.

Qualifications

- Ability to communicate clearly, openly, and respectfully with diverse partners and leaders.
- Ability to be in our Saint Paul office at least one day per week (once it is safe to do so).
- Interest in education aligned with the mission and vision of EE, including an active commitment to equity and dismantling injustice.



- Strong technology skills, including ideally software programs such as Google Docs, Eventbrite or similar event software, Xero or similar accounting programs, Asana or other project management software, and other software.
- Ability to travel up to once or twice a year for a couple of days, as well as be able to work occasional (a few each year) nights and weekends.

Skill Sets

- Strong communication and people skills
- Responsible and self-sufficient
- Organized, efficient, detail-oriented, able to multitask well
- Adaptable and eager to learn

Compensation

Salary range is \$44,000 to \$50,000 for a full time position, depending on qualifications and experience.

Education Evolving is committed to attracting and retaining employees with varying identities and backgrounds. We provide equal access to and opportunity in our organization without regard to race, color, creed, religion, national origin, gender identity, sex, marital status, disability, public assistance status, age, sexual orientation, familial status, or local human rights commission activity.