

# Impact Associate

Full-Time, Based in New Orleans, LA

Updated 8/22/19

## ABOUT THE ROLE

The Impact Associate is a critical member of TrueSchool’s Impact Team, supporting an incredible learning experience for 500+ educators in 3 states. The Associate will manage key aspects of the TrueSchool Fellowship, including district and school application and selection, our digital tools and platforms for Fellows, and our community investment initiative. Impeccably organized and proactive, the Associate will ensure that the Fellowship is impacting educators, schools, and students through ongoing monitoring and evaluation. They will also contribute to the iteration and improvement of our learning experience through research and development.

## WHAT YOU WILL GAIN

- Join a talented, mission-driven team focused on achieving results and effecting big, bold change in education
- Learn and grow within an organization dedicated to coaching, feedback, learning, and continuous improvement
- Engage in deep work with dynamic schools AND systems-level work with district, state, and national partners
- Connect with a powerful network of education organizations, entrepreneurs, and partners
- Think strategically about organizational impact, sustainability and scale--social entrepreneurship in action
- Work with some of the most creative, visionary, and ambitious educators in the country
- Participate in training for cutting-edge facilitation of collaborative improvement initiatives

## KEY AREAS OF RESPONSIBILITY

### **Fellowship Management**

- Lead the Fellowship application process and selection of schools and districts
- Ensure quality learning experiences for educators by tracking and monitoring school team engagement and progress
- Execute national operations elements of Fellowship experience for educators
- Lead the TrueSchool Micro-Investment initiative--in which educators invest in each others' ideas
- Manage the Fellowship calendar + timeline to proactively ensure an excellent learning experience for educators
- Manage digital platform and tools for Fellows to access curriculum materials and collaborate

### **Community Management**

- Manage + execute regular communications with TrueSchool Impact team
- Develop Fellowship alumni engagement approach and materials
- Manage the creation and execution of statewide + national convenings of educators

### **Impact Support**

- Support impact monitoring + evaluation (for example, by generating case studies and analyzing Fellowship impact data)
- Play a support role in executing State Lead learning experiences
- Support the recruitment, hiring + selection process for Impact Team
- Research and prioritize opportunities to share our approach and impact with key influencers
- Support the iteration and improvement of learning experiences

**QUALIFICATIONS**

- 1-3+ years of work experience, candidates with solid internship experience will be considered
- Excellent verbal and written communication
- Highly organized with strong attention to detail
- Experience managing a long-term research project
- Bachelor's degree required, master's preferred

**COMPENSATION**

\$40,000-\$48,000 annual salary with up to 10% annual bonus based on overall organizational performance and meeting or exceeding individual performance goals.

**SELECTION TIMELINE + START DATE**

We anticipate interviews beginning in September 2019 and selection by early October 2019. Anticipated full-time start date is late October 2019. As part of onboarding, attendance is also required at our State Lead Training on October 18-20, 2019.

**HOW TO APPLY**

To apply, email your cover letter + resume as a single PDF to [opportunities@trueschool.org](mailto:opportunities@trueschool.org). In the email subject line, please write “[Your Full Name]: [Name of Role].” Applications will not be considered without a cover letter.

**POSTING CLOSE DATE**

**September 30, 2020.** Applications are being reviewed on a rolling basis. If you're interested, we encourage you to apply now.

**ABOUT TRUESCHOOL *Activating educators to transform learning***

We believe in the tremendous potential of the people in the building. As those closest to communities, they are best positioned to lead enduring change and improve outcomes for students. **We develop and invest in educators leading innovative approaches to school improvement. Through our facilitated year-long program and expert coaching, ideas become impact, leaders develop, and communities connect. What results is a portfolio of real-world, educator-led innovations in schools across the country.**

Over the last 5 years, we've worked with over 2,000 educators in 142 schools in 9 states, impacting 100,000+ students. **We are building a national network of educators equipped to redefine the status quo of the student experience and transform learning at scale. Together, we are building “true” or fully realized schools: equitable places of limitless potential for learners.** For more information about our work, please visit [www.trueschool.org](http://www.trueschool.org).