



California
Education
Partners

OPERATIONS & EVENT ASSISTANT

Full-time, non-exempt

Location: Split in SF, Oakland, and field locations throughout the state

About the Organization

California Education Partners (Ed Partners) is a nonprofit organization based in the Bay Area that supports leadership teams from district school systems across California in a process that allows them to learn from one another and address their common challenges in new and powerful ways, and, in doing so, to build a lasting culture of improvement. Ed Partners brings together leaders to innovate, improve and build internal capacity as learning organizations so they can serve all students well today and into the future. Ed Partners' role is to facilitate and empower educators to work together and learn from each other as they work to improve their effectiveness for the children they serve.

Opportunity

California Education Partners is seeking an Operations & Event Assistant to serve as the primary onsite event coordinator for 18+ district convenings each year. The Operations & Event Assistant produces materials and assets for a broad range of program projects, assists with internal systems that support program delivery, and supports org-wide operational objectives. This role requires significant travel throughout the state. Excellent communication skills are essential.

KEY RESPONSIBILITIES:

EVENT PLANNING (20%)

- Under the direction of our Operations & Event Coordinator, support the logistics and project management processes for all Ed Partners events
- Act as a liaison between program staff and the Operations & Event Coordinator to communicate and coordinate programmatic logistical needs to effectively execute events

EVENT SUPPORT (40%)

- Attend collaboration convenings and other organizational events and act as onsite point person for event administration and program logistics

- Be willing to take direction and provide support with room setups/breakdowns and the distribution and cleanup of event supplies and meeting materials
- Provide support and troubleshooting around the set up and coordination of A/V
- Anticipate and resolve onsite event problems as they arise, working with venue staff and event participants as needed to ensure event success
- Support program staff by attending and helping to prepare for virtual events as needed
- Communicate proactively to improve future events, providing feedback on successes and growth opportunities

LAYOUT AND DESIGN (20%)

- Work collaboratively with Program staff to identify event needs and design appropriate materials (i.e., decks, posters, booklets, and other convening/opt-in materials, etc.)
- Maintain and ensure continuity among the district-facing online platform (Confluence) for content that supports the collaborative, continuous improvement model
- Produces and/or proofs assets and materials in alignment with organization style guides and communication profiles

OPERATIONS SUPPORT (20%)

- Participate in the onboarding plan and training for new staff and provide ongoing staff support in the use of our technology platforms (Asana, Google Drive, Salesforce, Confluence, etc.) and organizational operating systems to ensure consistency org-wide
- Support data entry, accuracy, and routine maintenance within Salesforce (for events and other important organizational data).
- Help support logistical planning, agenda creation, and material preparation for internal organizational meetings and events.

**Duties and responsibilities may change. All California Education Partners employees are encouraged to be flexible and responsive to changes in scope of duties.*

EXPECTED ORGANIZATIONAL SKILLS, COMPETENCIES, AND BEHAVIORS

- Demonstrates a growth mindset by focusing on solutions and opportunities instead of obstacles
- Assumes positive intent when collaborating and communicating with team members
- Demonstrates empathy and respect to colleagues through active listening and dialogue
- Embraces change and accepts challenges inherently present in being a young and continuously improving organization
- Proactively and regularly shares ideas and information with appropriate stakeholders
- Expresses ideas clearly, concisely, and professional in writing and in person
- Enlists support in obtaining information, resources, and training needed to accomplish work effectively
- Takes significant action to develop the skills needed for effectiveness in current or future job
- Demonstrates honesty, keeps commitments
- Behaves in a consistent and ethical manner

- Takes ownership of work and one's own actions
- Builds trust and credibility by demonstrating consistency between words and actions
- Sets up and follows procedures to ensure high quality of work
- Acts in alignment with strategic direction of the organization
- Verifies information; carefully reviews and checks the accuracy of own and/or others' work
- Develops better, faster, or less expensive ways to do things
- Uses available resources to evaluate potential solutions
- Tackles problems with a logical and systematic approach

QUALIFICATIONS

In order to fulfill these responsibilities, the ideal candidate will:

- Have experience in event planning and/or event support
- Be able to effectively and proactively manage multiple deadlines
- Work collaboratively with a team of subject matter experts
- Demonstrate consistent attention to detail, able to proof materials and deliver clean copy
- Have experience with material production and facility with design tools
- Have high-level computer skills to work easily in Google Docs, PowerPoint, Word
- Must be legally authorized to work in the U.S.

Preferred experience:

- K-12 education system
- Graphic design software (Adobe Creative Suite)

COMPENSATION & BENEFITS

This position is full time, hourly position. The annual salary range for this position is \$32-\$34 per hour.

Full-time employees are eligible for the following benefits:

- Paid Time Off
- Medical, Dental, Vision – Fully Paid
- 401K – up to 6% match

TO APPLY

To apply for this position, please go to: <https://caedpartners.bamboohr.com/jobs/view.php?id=25>