



## **Program Associate Position Description**

### **About the Organization**

Pivot Learning is a nonprofit organization of K-12 education experts working shoulder-to-shoulder with districts, schools, and state-level policymakers to address the biggest challenges they face. We partner with education leaders at all levels and provide them with the knowledge, skills and support proven to strengthen educational systems and transform teaching and learning.

### **About the Position**

We are currently seeking a Program Associate to join the Pivot team to work on a range of innovative projects designed to support our organizational mission of partnering with educators to design and implement solutions to their greatest challenges in achieving educational justice. The Program Associate will be responsible for supporting the coordination of projects in several programmatic areas. The ideal candidate would be passionate about and committed to Pivot's mission, vision and values. They should have solid project management, teamwork and communication skills (writing, listening, and speaking). The ideal candidate would have experience in or working with k-12 schools, districts, or other education-focused organizations. They would have strong interpersonal and customer service skills and experience maintaining positive relationships with partners and clients.

This is a full-time, Exempt position based out of Pivot's Oakland, CA office. Regular car and plane travel to project site will be required; project sites are located throughout California.

### **Key Responsibilities**

- Working with Managers and Program Managers to support the development and execution of project plans, playing a lead role in helping to keep projects and stakeholders on track.
- Collaborating with Managers to support internal project meetings and events, including project check-ins, internal trainings, etc. Support could include developing and/or revising content for the meetings or events, communicating about the meetings or events, managing logistics, taking notes, and supporting follow-up.
- Supporting managers and staff in planning and delivering in-person or virtual engagements with project partners and/or clients, including school districts, CMOs, and/or schools. These engagements include webinars, virtual check-ins, in-person project meetings (including networks of districts and/or schools), workshops or trainings and site visits, etc.
- Collecting, organizing and managing data from online resources, and administering data collection tools such as surveys and evaluations, in support of program objectives. Conduct additional research to gather data as needed.
- Developing, revising, storing and accessing online resources that are both internal to Pivot and external to our partners and clients.
- Providing the highest quality customer service, building and maintaining positive, productive working relationships with partners and districts, CMOs, and schools.



- Collaborate with Product Management function to help create and review tools, reports, surveys, and other relevant content to support the product development process and community engagement efforts.
- Assist in efforts around client/business development and promotion of Pivot's programs.
- Other related duties as assigned.

### **Qualifications**

- A passion for the mission and vision of Pivot Learning and a desire to continually broaden and deepen the organization's impact. Experience living or working in high poverty communities, or a deep understanding of issues impacting such communities.
- Solid project management skills, including the capacity to support the development of plans and manage resources and the ability to prioritize, organize, and handle multiple tasks with a high level of attention to detail.
- A proactive, highly self-directed working style, yet a strong focus on collaboration with colleagues.
- Exceptional communication skills (writing, speaking, and listening).
- Extremely high level of attention to detail, including copyediting skills.
- Experience and/or expertise collecting, organizing, managing and analyzing data.
- Reliable, dependable, professional, and positive with high energy. High capacity and efficiency with assigned work.
- Dedication to learning and personal growth, and ability to learn new skills.
- High level of proficiency in Excel, Word, PowerPoint and Excel. Proficient in online tools like Salesforce, Google Docs, Box, etc. a plus.
- Able to travel regularly to project sites across California.
- Bachelor's degree or equivalent work experience required.

### **Compensation and Benefits**

Pivot Learning offers a competitive compensation package, including medical/dental/vision insurance, 403b, vacation leave, sick leave, and 15 paid holidays. Salary is commensurate with experience.

### **Application**

If you would like to apply, please send your resume and a cover letter to [resume@pivotlearning.org](mailto:resume@pivotlearning.org). Indicate the position title in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experience are a good match for this position, your salary requirements, and where you heard about this position.