

SPECIAL PROJECTS ASSOCIATE



Breakthrough Collaborative, founded in San Francisco in 1978, is an innovative educational organization based on the inspiring principle of “students teaching students” and “teachers training teachers.” This unique collaborative model of instruction unlocks the extraordinary potential of first-generation college students and aspiring educators to learn, grow, and transform their own lives and their communities. Our dual mission is to increase the academic opportunities for highly-motivated, underserved students and to inspire and develop the next generation of transformative teachers and leaders.

Today, Breakthrough is comprised of 25 affiliates across the country serving more than 9,000 students each summer and training over 1,000 undergraduates to teach in our academically rigorous six-week program. To learn more, visit breakthroughcollaborative.org.

The Opportunity

Breakthrough is seeking an organized Special Projects Associate who will support the Chief People & Program Officer, National Office team, and affiliate stakeholders. This professional will be responsible for coordinating day-to-day operations as well as supporting strategic initiatives as part of our national strategic planning implementation. The Special Projects Associate must be detail oriented, able to identify and resolve issues efficiently, and thrive in a fast-paced, collaborative setting. This position provides a unique opportunity for someone to gain experience in communications, operations, and strategic planning with a national nonprofit at a pivotal point in the organization's history.

This part-time (approximately 10-20 hours/week) 6-month contract (with the possibility for renewal) position is based in Bloomington, IN (where the Chief People & Program Officer is based). Weekly schedule must be consistent but hours are negotiable for the right candidate.

Responsibilities

- Provide support and coordination for the national leadership team, including schedule management
- Support virtual meeting preparation and execution
- Revise, synthesize, organize, and distribute meeting and project notes
- Assist in drafting and editing communications including emails, handouts, and newsletters
- Liaise with key stakeholders across the Collaborative
- Enter, update, and maintain accurate information in Salesforce
- Develop and maintain multiple project plans
- Monitor organizational inboxes and respond to and route messages appropriately
- Other duties as assigned

Qualifications

While no one individual will possess all of the desired qualifications, we are looking for a candidate who possesses the appropriate and necessary blend of the following:

- Bachelor's degree preferred; currently enrolled undergraduate students may apply

- Strong organizational skills, project management, and problem-solving skills with multitasking abilities; ability to think proactively
- Excellent written and verbal communication skills
- Ability to establish positive relationships with a diverse group of colleagues and constituents and to maintain the highest level of diplomacy and confidentiality at all times
- Commitment to educational equity and Breakthrough's dual mission
- Exceptional attention to detail and ability to navigate complicated systems and processes
- Demonstrated ability to identify and resolve issues efficiently; and solicit feedback when appropriate
- Skilled with data entry and management
- Must be highly skilled with Microsoft Office and Google suites
- Previous Breakthrough experience a plus
- Familiarity with Salesforce and MailChimp, preferred
- Experience working as a member of remote or geographically disbursed team
- Motivation, enthusiasm, and a willingness to learn

Compensation & Benefits

The compensation for this part-time, 6-month contract (with the potential for renewal) is commensurate with experience and expertise. We offer the opportunity to work with an amazing group of smart, dedicated, and fun people!

To Apply

Please submit a thoughtful cover letter and resume that outlines how your skills and experiences meet the qualifications of the position through this URL: <https://breakthrough.tfaforms.net/306304>.

While applications will be reviewed on rolling basis, preference will be given to qualified candidates submitting materials by December 31, 2018.

Breakthrough Collaborative is an equal opportunity employer and makes a particular effort to recruit candidates from all backgrounds.