



# Partnership for Los Angeles Schools

## JOB ANNOUNCEMENT – Operations Associate

Carver Middle School

Dolores Huerta Elementary

Figueroa Elementary

Gompers Middle School

Griffith Joyner Elementary

Hollenbeck Middle School

Jordan High School

Markham Middle School

Mendez Math & Science High School

Mendez Technology & Engineering High School

99th St. Elementary

Ritter Elementary

Roosevelt High School

*School of Law & Government*

*School of Humanities, Art & Technology*

*School of Science, Technology, Engineering & Mathematics*

*School of Communication, New Media & Technology*

*School of Environmental & Social Policy*

*School of Medical & Health Sciences*

*School of Math, Science & Technology*

Santee Education Complex

Stevenson Middle School

Sunrise Elementary

**POSITION:** Operations Associate  
**LOCATION:** 1541 Wilshire Blvd, Suite 200, Los Angeles, CA 90017  
**REPORTS TO:** Chief Operating Officer

### ORGANIZATION DESCRIPTION

The Partnership for Los Angeles Schools (“The Partnership”) was founded in 2007 as the cornerstone of Mayor Antonio Villaraigosa’s strategy to improve education in Los Angeles. An independent, nonprofit organization, the Partnership contracts with Los Angeles Unified School District (LAUSD) to transform schools so that all students have a foundation for academic excellence and personal success. The Partnership currently manages 22 of the lowest performing schools in LAUSD, servicing approximately 17,000 students. It is the only major school turnaround organization operating at scale in California.

For more information, please visit [www.partnershipLA.org](http://www.partnershipLA.org).

### OPPORTUNITY

The Partnership is seeking a dynamic individual to assist the Chief Operating Officer (COO) and the Operations team, which consists of ten professionals. The Partnership for Los Angeles Schools is a mission driven organization that is committed to transforming schools and providing world class customer service to our schools. The Operations Associate will serve as a key member of the Partnership staff. This individual’s core duties and responsibilities focus on providing the highest level of support to the COO to ensure that the key operational needs of the Partnership and the Partnership schools are fulfilled. The role will also provide support to the entire Operations team and will also support numerous projects to improve operational services in Partnership schools and the Partnership office.

### Duties and Responsibilities

The Operations Associate’s key responsibilities include the following areas:

- Interact with LAUSD, school-site staff, and the Partnership staff across all key functional areas to ensure that services are provided to school sites in an efficient manner
- Prepare and organize documents to assist COO in developing and implementing all administrative aspects of the Partnership’s organization
- Manage COO’s calendar by scheduling meetings, inputting appointments and managing COO’s time
- Perform filing and data management of various documents
- Direct requests to appropriate internal or external sources in the absence of the COO
- Assist Office Manager in coordinating and preparing Board meeting documents
- Work collaboratively with school sites, LAUSD, Mayor’s Office, and other partners



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- Provide overall administrative support to the Operations Team (including Sr. Director of HR, Director of School Operations, Director of Impact, etc.) as well as all other key operational areas as needed
- Perform research on key issues for the Partnership team
- Other areas defined by COO

## QUALIFICATIONS

The ideal candidate will have:

### Experience:

- Bachelor's degree from an accredited university. Master's degree a plus
- 1-4 years of experience in an educational or professional setting
- Experience in an educational non-profit or teacher experience a plus
- Experience working in a fast paced, entrepreneurial environment
- Proven ability to execute effectively against strategy and exceed goals consistently

### Skills:

- Outstanding organizational skills
- Excellent verbal and written communications
- Ability to effectively communicate with varied audiences using multiple mediums
- Strong computer and technology skills; Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint
- Ability to work collaboratively with the COO, other experienced professionals, teachers, parents, students, as well as the media
- Ease at managing competing demands and determining top priorities independently
- Ability to work under pressure and perform tasks with limited direction
- Great attention to detail and error free results
- Proactive and initiative-taking when completing tasks

### Personal Characteristics:

- Strong belief in the Partnership's mission, approach and core values
- Enthusiasm to help build a strong, proactive team to work in the Partnership and in Partnership schools
- Fierce commitment to improving academic achievement for the students attending the schools managed by the Partnership
- Humility and respect for hard work of school professionals, parents, and students
- Reflective and life-long learner

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## **COMPENSATION AND BENEFITS**

Compensation will be commensurate with experience. The Partnership offers a competitive benefits package, including health, vision and dental insurance and a 403(b) retirement program.

## **TO APPLY**

Please submit a resume and thoughtful cover letter tailored to the position to:

Email: [Employment@partnershipla.org](mailto:Employment@partnershipla.org)

Please write your Last Name and “Operations Associate” in the subject heading.

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