

**POSITION DESCRIPTION**

JOB TITLE:	Associate, Programs	STATUS:	Exempt
REPORTS TO:	Deputy Director, Programs	HOURS:	Full Time
DATE:	May 2021	DEPT:	Educate Texas

**Educate Texas Vision**

All Texas students, especially African-American, Latino or economically disadvantaged students, earn a college degree or credential that leads to a living wage and thriving communities.

**Educate Texas Mission**

As a trusted change agent, we increase academic achievement and educational equity by leading programs, policy and partnerships.

**Summary**

The Associate, Programs will be responsible for supporting projects within the Best in Class (BIC) Coalition, a joint venture between the Commit Partnership and Educate Texas of the Communities Foundation of Texas. The BIC Coalition is driving toward one overarching goal, grow the proportion of students who are on track for college and career success by increasing access to effective and diverse teachers and school leaders across Texas. The work of the BIC Coalition is focused around four key strategies:



The Associate will be responsible for helping our BIC team on key initiatives aimed at achieving our overall programmatic goals and outcomes. The Associate will report to the Deputy Director, BIC, and will work closely with colleagues across Educate Texas, the Communities Foundation of Texas, and the Commit Partnership teams. The position is based in Dallas, Texas; a successful candidate must reside locally or be willing to relocate. This position may include travel across the state as the work continues to grow.

### **Key Responsibilities**

- Support Best In Class' continuous improvement of key initiatives, such as the Accelerating Campus Excellence (ACE) strategic staffing school model
- Facilitate technical assistance for district and campus leaders implementing priority practices
- Build capacity within partner organizations to implement evidence-based strategies and align state and federal resources to drive successful district execution
- Analyze and interpret data to identify high impact strategies that will support the best practices to achieve other programmatic goals and outcomes across the Best In Class portfolio
- Contribute to team discussions and opportunities to highlight key successes and learning of the BIC strategy
- Work collaboratively with internal and external stakeholders to further the success and impact of Best In Class
- Provide project management and support for day-to-day operations
- Support implementation of existing initiatives and data to inform long-term strategy
- Collaborate with teams to develop of communication pieces
- Participate in the preparation of project proposals and reporting

### **Qualifications**

- Bachelor's degree in education, business, public policy, applied social sciences, or related field
- 5+ years of education-related experience
- Prior background in Texas public and higher education, national education policy, or non-profit sector preferred
- Understanding and curiosity of the education sector's human capital structure both in public and higher education
- Strong interest in the local, statewide, and national dialogue on education policy and ability to think across public and private sectors

### **Skills & Requirements**

- Ability to create strong, trusting relationships with team members and external stakeholders
- Dedicated to seeking equity and track record of aligning to that end
- Ability to operate in a fast-moving deadline oriented environment
- Exceptional problem-solving skills, including analysis and synthesis of qualitative and quantitative data
- Strong written and verbal communication, presentation, and facilitation skills
- Ability to navigate between independent project work and team collaborative projects
- Desire to continuously incorporate feedback from the team and work with urgency, humility, and competing priorities with a can do attitude
- Detail-oriented, self-starter with strong organizational skills and the ability to manage multiple projects at the same time
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy
- Knowledge of Texas' public education environment preferred
- Valid state issued driver's license

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

We are working closely with our talent partner, [WorkMonger](#), on this search.

To apply, please complete the application at the following link

<https://workmonger.com/associateprograms/>

And we will be in touch within five (5) days.

*Please know the application does require a resume and cover letter.*