



**Position Announcement:
Operations Assistant (part-time, temporary)**

EdVestors advances equitable, meaningful education that prepares every Boston student to activate their power and shape their future. EdVestors invites applications for the part-time, temporary position of **Operations Assistant**. Reporting to the Coordinator, Finance and Operations, the Assistant will provide key support for EdVestors' physical and digital data management projects.

Position Summary:

The Operations Assistant will support the Coordinator, Finance and Operations in the following areas:

- Implement a robust file transfer project to migrate all historical, digital records from EdVestors' remote server to a series of shared Google Drives
- Digitize physical documents relevant to EdVestors' Fundraising and Program areas, and organize such within EdVestors' digital data management system
- Other administrative needs as determined by EdVestors staff

Qualifications

- Experience with Microsoft Office and Google Suite
- Ability to commute to Boston's Back Bay neighborhood
- A deep commitment to advance racial equity in public education in Boston, alignment with EdVestors values, and a desire to be part of a team that is committed to growth and learning related to racial equity

Hours & Compensation

This is a part-time, temporary position (10-15 hours per week) with an expected start date of December 5, 2022 and duration of 4-6 weeks. Compensation will be \$18 per hour.

The Operations Assistant is expected to work in-person a minimum of one day per week, with the rest of the work to be completed remotely.

To Apply:

Please complete the application via the following link (<https://forms.gle/sCPzGZZGiwcPEtZe9>) by Monday, November 28, 2022.

Questions:

Please contact Julia Herlein at herlein@edvestors.org or 617-585-5740 with any questions.

EdVestors is an equal opportunity employer. At EdVestors, we strive to maintain an inclusive, flexible and diverse work environment, and our team is made stronger by the diverse backgrounds, experiences, and perspectives within our staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

About EdVestors

EdVestors was founded in 2002 as a platform to connect Boston philanthropists with the city's public schools by identifying, shaping, and matching donors with promising improvement efforts. EdVestors' work has evolved to couple mobilizing resources with implementation support and thought leadership to pursue our goals. Throughout, our commitment to the city's schools and students has remained constant.

Our mission is to advance equitable, meaningful education that prepares every Boston student to activate their power and shape their future. We drive toward our mission by 1) activating people and resources, 2) learning and iterating in context, and 3) influencing system change. We believe that continuously attending to all three drivers ensures our programs and initiatives - the School on the Move Prize, School Solutions Seed Fund, Boston Public Schools Arts Expansion, Zeroing in on Math, and Career Pathways - will create impact.

We focus our work in Boston Public Schools (BPS) and since our founding, have raised and invested over \$40 million in our city's public schools. The relationships we've built and our track record of effectiveness have solidified our critical role as a trusted partner and thought leader in Boston. Our position grants us access to the decision makers impacting Boston schools and students, enabling us to advocate for system-wide change.

EdVestors offers a supportive and flexible work environment with a collaborative team of colleagues. Our values drive our efforts and shape our relationships with each other and our partners.

- *Just* - We aim to advance racial equity in our organization, schools, and communities, as we continue to learn about and interrogate white supremacy culture and systemic racism. We commit to thoughtfully assessing our role in upholding systems of oppression, to working in community toward mutual accountability, and to remaining optimistic as we pursue equity in education for our students.
- *In Community* - We care for our colleagues and community. We believe the greatest potential for impact comes from working together and that success flows from listening, learning, and working in community.
- *Thoughtful* - We are reflective, critical, and responsive. We are sensitive to the needs and aspirations of those we work with and carefully consider the impact of our actions.
- *Committed* - We are dedicated to making a difference in the lives of Boston students. We invest in sustainable practices that create deep, meaningful, and long-lasting impact.
- *Optimistic* - We believe that an equitable future for our students and ourselves is possible. We bring joy, hope, and a desire to be better to the circumstances that challenge us.