Operations Assistant (Summer 2020)

ABOUT THE ROLE
As the Lead Operations Assistant you will work with our Program Manager, Teaching Fellows, Program Assistant, and Instructional Coaches to lead the operational success of our middle school summer program at one of our 3 sites in Manhattan, Brooklyn, or the Bronx.

YOUR RESPONSIBILITIES WILL INCLUDE:
• Overseeing logistics and operations for our Summer Program and Evaluation Week
• Conducting weekly check-ins with your Program Manager
• Managing success of two high school aged Program Assistants
• Supervision of attendance tracking, meal setup and delivery, online collections systems, and other student support processes
• Co-managing site inventory and supply ordering with support of Program Assistant
• Assisting in site maintenance (lunch clean up, supply storage, site safety)
• Supporting Teaching Fellows in planning weekly special events on or off-site (Career Day, Spirit Olympics, etc.)
• Being a role model at all times
• Other duties based on the BTNY site at which you are assigned

WE’RE LOOKING FOR SOMEONE WHO:
• Can demonstrate experience and results with similar responsibilities to those listed above
• Seeks experience working in the non-profit sector or wants to seek out career opportunities in non-profit coordinating upon graduation
• Is passionate about forming relationships with students
• Is a current college student
• Maintains / maintained at least a 3.0 GPA
• Can commit to the entire Summer 2020 (June 15th – August 7th)
• Is confident with MS Office (Word, Excel, and PowerPoint in particular), Google Drive, and comfortable learning new systems
• Is a proven A-Player and practices:
  o Efficiency: Produces significant output with minimal wasted effort
  o Prioritization: Balances tasks and makes the right judgment call
  o Critical and Reflective Thinking: Draws insightful conclusions from data and feedback
  o Attention to Detail: Identifies the important details, ensuring they do not slip through the cracks or derails project
  o Effective Communication: Speaks and writes clearly and articulately, adjusts for audience as appropriate
  o Leadership and Ownership: Understands their role as a leader on any project and team, resulting in successful outcomes regardless of their title or role using a “whatever it takes” attitude

BREAKTHROUGH POINTS IF YOU:
• Are a Breakthrough College Student
• Have taught or worked at a Breakthrough site previously

OPERATIONS ASSISTANT CALENDAR:
• June 15th – June 26th: Teaching Fellow/Operations Assistant Training
• June 26th: Program Assistant Training
• Summer Program Dates:
  o June 29th - July 31st
• Evaluation Week: August 3rd - August 7th

ANTICIPATED TIME COMMITMENT:
This internship requires 8 weeks of full time commitment throughout the Summer of 2020, including:
• 2 weeks of logistical assistance and site set-up during Teaching Fellow Orientation Weeks
• 5 weeks of summer programming

Breakthrough New York is an equal opportunity employer. We encourage applicants who represent the communities we serve.
COMPENSATION
BTNY strongly believes in selecting the top, qualified candidates. Operations Assistants are paid at a rate of $15/hour. OAs also receive ongoing professional development support and letters of recommendation.

Finally, working at BTNY gives you the opportunity to work with an AMAZING team, to build skills as a non-profit professional, to work in an environment with plenty of growth opportunities, and to make breakthroughs happen for NYC students.

TO APPLY
Complete the Operations Assistant Application by March 1st at tinyurl.com/BTNYOA2020.