

Operations Associate

Who We Are

The Social Justice School is a public charter school committed to educating scholars in historically underserved communities in Washington, DC. Our middle school, which opened in 2020, serves scholars in 5th and 6th grade. For the 2021-2022 school year, we will be growing to serve scholars in the 7th grade. Our mission is to catalyze an integrated community of middle-school learners to be scholar-activists who are designers of a more just world.

What You Will Do

As an Operations Associate, you will execute tasks and manage a number of operations projects that span from meal distribution and count management to facilities upkeep and scholar form collection. The projects distributed to our Operations Associate will be based on capacity, skill-level and particular area of seasonal responsibility. The Operations Associate will work out of the Main Office but also be on the move throughout the school day as they will be assigned to various duties and tasks that take them out of the office for 1-2 hours at a time. Lastly, you will still be the primary point of contact for families so it is expected that you maintain excellent levels of customer service while stationed in the Main Office space.

Required Qualifications:

- 2-3 years of experience within a professional office and/or educational setting
- Willingness to adapt and be flexible to a fast-paced and high intensity environment with the ability to manage multiple competing priorities
- Strong data creation and management skills
- Knowledge of basic technology (e.g. phone systems, voice mailboxes, chromebooks, etc.) with the ability to provide basic IT troubleshooting support to families and/or scholars
- Strong verbal and written communication skills

In addition to the required qualifications, the following mindsets and experiences are highly valued for all staff members:

Designer/Entrepreneurial Mindset

- A designer's mindset (the willingness to innovate with discipline)
A belief that mental wellness is at the core of academic success
- An entrepreneurial mindset, including flexibility and comfort with ambiguity
- The ability to be vulnerable and wrestle with discomfort when you might not know the right answer

Social Justice Mindset

- An equity-centered mindset and an advocate for social justice issues
- A focus on the community over the individual (i.e. there is no "I" in team)
- A belief that young people have the capacity to change the world

Committed to Family Engagement

- Establish and maintain relationships with scholars and families based on trust and respect
- Communicate effectively and often with families to communicate scholar progress, triumphs, and challenges
- Attend and support monthly Family Nights/events that invite families into the building