



## **Summer 2020 Operations Fellow (Boston, Cambridge and Somerville)**

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Breakthrough Greater Boston (BTGB) is a successful college access and teacher training program. BTGB offers six years of academic enrichment and college preparation to middle school and high school students with high potential but limited opportunities. Simultaneously, BTGB recruits, trains, and inspires a diverse cohort of high achieving college students to become the next generation of urban teachers. Using a Students Teaching Students model, BTGB provides engaging, tuition-free academic programming during the summer and after school. Our students gain the skills and motivation to succeed in rigorous high school courses and, ultimately, in college. Meanwhile, our teachers gain hands-on experience, research-based training, and coaching from professional educators.

Over the past six years, 97% of our graduating students have matriculated to four-year colleges, and 82% of them have persisted through their undergraduate years. On average, more than 75% of our graduating teachers have gone on to pursue careers in education. After two decades of success at our original Cambridge site, BTGB embarked upon a significant program expansion and opened a second site in Boston in the summer of 2013 and a third site in Somerville in 2018.

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### **SUMMARY**

Playing a key role in supporting our dynamic summer program, the Operations Fellow will gain hands-on experience in nonprofit and program management at a successful education nonprofit. BTGB is seeking to hire one Operations Fellow at each of its sites in Boston, Cambridge and Somerville. The Operations Fellow will be supervised by the Director of Operations and the Operations and Human Resources Associate and will work closely with the full-time Program Team and the Program Fellow. Oversight of day-to-day duties will be carried out by site-based program leadership.

### **RESPONSIBILITIES**

#### *Administration*

- Oversee management of assigned site office and maintain a strong presence during programming time
- Welcome students, families and guests to the Breakthrough office
- Manage phone calls and voicemails if assigned to the Main Office in Cambridge

#### *Inventory Management*

- Coordinate inventory checks, specifically for office supplies and copy paper; Manage inventory levels in the Teacher Workroom
- Receive supply orders from vendors and check loading dock daily for deliveries

- Support end of summer inventory and clean-up process

#### *Nutrition Management*

- Manage set-up and distribution of breakfast and lunch, in coordination with school and/or district compliance and regulations
- Support Development Team with coordinating, receiving, and serving special lunches
- Control the inventory of snacks and coordinate snack deliveries to classrooms daily

#### *Program Safety*

- Oversee the distribution of first aid supplies and OTC medication to students and faculty, in accordance with BTGB policies and procedures
- Play a key role in emergency procedures, in accordance with BTGB procedures

#### *Technology Management*

- Audit inventory of Chromebooks daily and report discrepancies to program directors
- Support with the collection and distribution of student phones at the start and end of programming
- Provide basic technological support, as requested
- Support student data entry into program database (Salesforce)

#### *Transportation*

- Manage the distribution of MBTA cards for students and teachers

Please note that these are specific responsibilities. Your job may include a number of other tasks as well, as Breakthrough programs thrive on flexibility, creativity, and a willingness to pitch in!

### **QUALIFICATIONS**

- Bachelor's degree preferred, but undergraduate juniors and seniors with strong academic standings and experience will be considered
- Familiarity with Breakthrough a plus
- Passion for the mission of Breakthrough Greater Boston
- Self-starter who is comfortable taking initiative on projects
- Some professional experience required
- Experience with youth preferred

### **LOGISTICS**

The three Breakthrough Greater Boston campuses are located at the Cambridge Rindge and Latin School (459 Broadway, Cambridge), New Mission Collegiate Academy (655 Metropolitan Ave, Hyde Park) and Healey School (5 Meacham Street). At each site, the Operations Fellow workspace will be in a busy, open office area with the permanent staff. In addition, the Fellow will spend significant time outside of the office to support programming. The Operations Fellow will be required to work Monday-Friday from 7:30 am to 4:30 pm for the duration of the Summer Program, starting teacher orientation weeks through evaluation week (mid-June through mid-August). The Operations Fellow will also be asked to support at important evening or weekend events such as Kick Off, Family Night and Celebration.

### **COMPENSATION**

The Operations Fellow is a paid position, commensurate with experience.

## **BENEFITS**

- Direct hands-on experience in nonprofit management and educational programming with a national leader in out-of-school programming and teacher training
- Professional development coaching and opportunities based on individual interest
- Experience participating in Breakthrough Greater Boston program events

## **APPLICATION PROCESS**

To apply, please email your resume and a cover letter detailing your interest in Breakthrough Greater Boston and relevant skills/experience to [jobs@btgbmail.org](mailto:jobs@btgbmail.org) with the subject line "Operations Fellow." We are reviewing applications on a rolling basis and will begin to fill positions as early as March, so it is best to submit your application as soon as possible.

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

*Candidates for employment and employees are considered without regard to race, religion, color, sex, sexual orientation, national origin, disability, citizenship, military status, gender identity, genetic disposition or carrier status, marital status or any other characteristic protected by federal, state or local law.*

**Thank you for your interest in Breakthrough Greater Boston!**