

## Operations & Communications Associate

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**Transforming Education (TransformEd) partners with school systems to support educators in fostering the development of the whole child so that all students, particularly those from underserved populations, can thrive.**

### Position Summary

The Operations & Communications Associate role offers a unique opportunity for a future non-profit leader to learn about the programmatic, strategic, and operational activities of a non-profit while working across all functions and projects at the organization. The Associate will provide logistical, financial, and operational support while driving the implementation of marketing and communications efforts. We expect that responsibilities will expand and deepen over time.

### Operations Support and Coordination (70%)

- **Office Management**  
Oversee the organization's office needs, including mail, supplies, and copier. Serve as the key liaison with technology support and building management. Serve as a front line for incoming communications and visitors to TransformEd. Ensure general order of office, maintain supplies and refreshments, and provide basic troubleshooting support for technology and other office needs.
- **Finance**  
Conduct day-to-day financial and accounting functions, including oversight of accounts payable, accounts receivable, payroll, and monthly reconciliations. Serve as the primary liaison with the organization's external accountant. Support monthly, quarterly, and annual reporting process and participate actively in the year-end financial audit and tax filings.
- **Administrative Support**  
Provide high-level logistical and administrative support to the TransformEd team, including calendar management and travel arrangements. Prepare correspondence and other routine documents. Develop and implement systems to track key organizational functions, including annual filings and presentations.
- **Project Logistics**  
Create, adapt, and refine presentations and professional development materials used with external partners, using existing content. Coordinate and schedule key project and departmental activities and meetings with internal and external stakeholders.

### Communications Support and Coordination (30%)

- **Marketing and Communications**  
Plan and execute on the creation of a bi-monthly newsletter that highlights articles, research, and opportunities in the field of whole child development and particularly social-emotional learning. Support planning of and execute on key communications and marketing strategies.
- **Social Media**  
Create and update content media for the organization's website and social media presence (including Twitter, Facebook, and LinkedIn). Coordinate the development and publishing of regular blog posts by internal and external authors.

## Who You Are

Successful candidates will be familiar with the operational functions of a non-profit and with the basic activities involved in financial management, office management, and marketing/communications.

- At least 2-3 years' experience in a related position or field;
- Demonstrated ability to coordinate multiple projects and juggle multiple competing deadlines;
- Strong communication skills, both written and verbal, and attention to detail;
- Familiarity with and/or interest and willingness to learn Mailchimp, Wordpress (for website administration), and Quickbooks, as well as major social media applications (including Twitter, Facebook, YouTube, & LinkedIn) and basic graphic design tools (including Venngage);
- Interest in proactively identifying and solving challenges; and
- Demonstrated interest in PK-12 education, youth development, and/or social-emotional learning.

*If this job sounds like something you would find fulfilling and is aligned with your career goals, even if your experience isn't exactly in line with the points above, please consider applying anyway. Experience comes in many forms, and your interest and passion can go a long way. We know that a diverse team makes for the best collaborative work and creative thinking. We are dedicated to adding new perspectives and experiences to the team, and we encourage everyone who is interested in the work to apply.*

## Position Details

This is a full-time role based in Boston, MA. Salary is commensurate with experience, expected to be in the \$45,000-\$55,000 range, and we offer a generous benefits package including health, dental, vision, and 401k with employer match. Team members at TransformEd also enjoy additional benefits including semi-flexible scheduling, unlimited paid time off, and paid parental leave. TransformEd cannot sponsor visas at this time.

TransformEd is committed to building the diversity of our team and creating & maintaining a positive, inclusive workplace culture where all can thrive. In that spirit, we are particularly interested in receiving applications from a broad spectrum of qualified people who represent the diversity of the schools and districts we serve.

TransformEd does not and shall not discriminate on the basis of race, color, religion, national origin, sex, gender identity, gender expression, sex, pregnancy or parental status, age, disability, marital status, sexual orientation, or military status.

## Application Instructions

Interested and qualified applicants should send the following to [jobs@transformingeducation.org](mailto:jobs@transformingeducation.org):

- Resume
- In lieu of a cover letter, please answer each of the following questions in 250 words or less:
  - How does a role such as this contribute to a mission like TransformEd's?
  - How do you hope to grow within and from this role?

Please include "Application for Operations & Communications Associate" in the subject line of the email.

We will begin interviews the week of August 19<sup>th</sup> and hope to have our new team member on board by mid- to late-October.

## About Transforming Education

TransformEd, founded in 2013 and incorporated independently in 2016, is a Boston-based non-profit focused on whole child development through systems change. Our small but mighty team partners with schools and districts/CMOs serving over one million students in twenty states.

At TransformEd, we envision a future in which all students become thriving adults, able and empowered to lead personally meaningful lives and to contribute to their communities. We partner with school and system leaders to identify and implement evidence-based practices and policies that create positive learning environments and support students' social-emotional development. We work with partners in intensive one-on-one engagements as well as in networked learning communities.

As we work, we draw from research, best practice, and the input of diverse stakeholders, applying and sharing what we're learning to build an understanding of the practices, systems, structures, and environment of schools and school systems can most effectively foster students' social-emotional development.