



Operations Coordinator, GO Public Schools Oakland

THE ORGANIZATION

GO Public Schools is a multi-city organization of local networks, working with families, educators, and community members to create schools driven by the needs of students today—not by practices and structures designed for schools of the past. Currently, its local networks are serving the Fresno, Oakland, and West Contra Costa communities, and they are supported through both GO Public Schools (a 501c3 nonprofit organization) and GO Public Schools Advocates (a 501c4 nonprofit organization). GO envisions a day when schools prepare all children for success in our rapidly evolving world, creating an equitable path to opportunity in our communities.

GO develops leadership at every level—families, educators, school boards, district leaders and grassroots. These leaders inform and develop community visions for student success, and they shape, demand, and win system changes that improve student learning. Over the next ten years, GO plans to scale its impact significantly, growing its multi-city organization of local networks and overall state platform – impacting 500,000 students by 2026 and fully leveraging the strength of local GO sites to create significant state-level policy and political wins.

POSITION SUMMARY

The Office Coordinator is the person in charge of making sure things run smoothly at the GO Oakland office and across our team. They will take leadership to provide excellent operational service to our team and network -- service that is organized, timely, and of the highest quality. People who work with the Operations Coordinator are delighted at the service they receive and often, without prompting, compliment her/his quality of work. This position reports to the Daisy Padilla, Community Organizer and Operations Manager, and is a member of the GO Oakland team. The position is available starting immediately.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

Office Management:

- **Reception** - Serve as a friendly greeter to guests to our office - providing information about GO, guidance on where to wait for a staff member they are meeting with, and support for logistics like finding the restroom and having a drink of water.
- **Mail** - Regularly check and distribute mail to the appropriate staff member.
- **Office Organization** - Coordinates the office cleanliness and organization systems to promote an efficient working environment. Including:
 - ordering and maintaining office, printer, kitchen, and toiletry supplies in stock
 - ensuring organizational and cleanliness systems are followed through (i.e. kitchen clean-up schedules, regular staff clean-up hours, etc.)

Team Support and Culture:

- **Events** - Provide high-quality logistical support for events, team meetings, or small gatherings to our Oakland team (i.e. securing food and drinks, childcare, materials, interpretation, etc.)

- **Team Culture** - Determine and execute specific projects/systems to improve team culture and increase team effectiveness (i.e. team retreat team building activities, birthday or year of service celebrations)
- **Data Entry** - Support GO Oakland to be a fantastically data-driven organization by helping update and enter data on event attendance, campaign actions, keeping an electronics inventory, etc.
- **Operational Support** - As needed, provide high-quality operational support (i.e. projects, onboarding, leading office tours, etc.) to our Oakland team.

Operational Leadership and Special Projects:

- Proactively identify opportunities to improve organizational systems, space, and processes and take leadership to make those improvements.
- Provide additional capacity for special projects across the GO organization which might include other program regions or the central California team.

CANDIDATE REQUIREMENTS

Skills & Mindsets

- **Exemplary organization skills** - Keeps self and others organized, finds success through processes and systems, and obsessed with driving towards efficiency
- **Values champion** - Motivated by the overall vision and values of the organization, and a champion of diversity, equity, and inclusiveness.
- **Personal responsibility** - Has a high level of personal responsibility for their work and believes that they can improve their leadership skills over time, so they are eager to ask for and receive feedback.
- **Pro-active initiative-taker** - Sees problems where others might not see them; they are excited to take their work from A to A+ and comes to conversations with proposed solutions to problems whenever possible.
- **Effective problem solver** - Exercises initiative and proactively anticipates potential challenges to identify sound and creative solutions, and especially when facing ambiguity.
- **Team player** - Excels in a small-team environment that requires team members to wear many hats and support each other's work (e.g., have "all hands on deck" for a particular project or event)

Education and Experience

- Bachelor's degree preferred
- 1-2 years work experience while in college or in a full-time job required in either:
 - Administrative support and/or office management
 - Event planning and coordination
 - Excellent written & verbal communications skills
- Ability to work in a fast-paced team environment
- Proficiency in Excel required
- Knowledge of and passion for education reform

BENEFITS AND SALARY

The salary range for this position is \$35,901 - \$41,824. In addition, we offer an above-market average comprehensive benefits package, including:

Healthcare

- Healthcare (medical, dental, and vision) provided at 100% for employees and 75% for

dependents

- Healthcare plan options - choose between Anthem PPO, HMO or Kaiser HMO
- Flexible Spending Account (FSA) and Dependent Care Account (DCA)

6-7 Weeks Paid Time Off Annually

- 2 weeks of observed holidays annually
- 2 weeks of sick leave annually
- 2 - 3 weeks of paid time off (grows with years of experience at GO)
- 2 additional weeks of paid time off during the winter break
- 40% pay for all new parents to match and supplement State of California Paid Family Leave and/or Disability benefits

Additional Benefits

- Simple IRA retirement plan with up to 3% annual salary match
- Paid life and long-term-disability policy (no cost to employee)
- Up to \$75/month in cell phone reimbursement
- Paid professional development opportunities
- Support for new parents that are required to travel with partial reimbursement for accompanying caregiver travel expense or reimbursement for nursing mothers to ship breast milk home.

FAQ - THE HIRING PROCESS AND THE ROLE

To apply: Send a resume and cover letter addressed to Daisy Padilla at oaklandops@gopublicschools.org. Application materials should be submitted as attached documents and saved in the filename format **LastName_FirstName_Resume.pdf or .doc** with no spaces in the filename (use only underscores in place of spaces).

The process: This hiring process will involve interview questions about work you've done before and how you prefer to work, performance tasks based on the actual work we do on our team, and interviews with team members.

Onboarding: We take onboarding seriously at GO - it is a critical time to get our team members set up for a successful (and hopefully long-term!) experience here. Your first few weeks will be spent creating relationships with your team in one-on-one conversations and a team lunch, building context about our work and our organization, and getting started on the work with the support of your colleagues.

Commute + Parking: Our office is about 10 minutes from the West Oakland BART station. We have dedicated parking spots in the lot at our office space. Some team members bike to work. Our office space gets a lot of positive feedback from those who visit - it has great common areas and dedicated desks for staff members as well.

ANTI-DISCRIMINATION POLICY AND COMMITMENT TO DIVERSITY

GO Public Schools seeks individuals of all backgrounds without regard to race, color, ancestry, national origin, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, marital status, genetics, or any other factor that the law protects from employment discrimination to apply for this position. We are committed to ensuring diversity within our organization and network, as we want to engage all those who can contribute to this effort.

ABOUT GO PUBLIC SCHOOLS

[GO Public Schools](#) is a 501(c)(3) nonprofit organization that undertakes policy advocacy and public education efforts. Donations to GO Public Schools are tax-deductible to the extent

allowed by law.

GO Public Schools is related to GO Public Schools Advocates, a separate 501(c)(4) nonprofit organization that engages in lobbying, ballot measure, and partisan elections work. Donations to GO Public Schools Advocates are never tax deductible. GO Public Schools and GO Public Schools Advocates - sometimes jointly referred to by the name "GO" - have the same overall missions and share office space and employees. They maintain separate boards of directors. The person filling this position will be hired by GO Public Schools, but on occasion will perform some or all of the duties described for GO Public Schools Advocates.

www.gopublicschoolsoakland.org