



Site Operations Associate Position Description

Organization Description

Breakthrough Twin Cities (BTC) prepares students from traditionally underrepresented communities for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Washington Technology Magnet School through Saint Paul Public Schools (SPP), and Chanhassen High School through Eastern Carver County Schools (ECC). Students in our Middle School Program attend three summers of academic enrichment, where they take classes in math, science, literature, & social studies on their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle school students participate in programming throughout the school year to continue building their skills, habits, and résumés to become successful high school students. Students matriculate into the College Bound program (grades 9-12) where they receive targeted support for each grade of high school. College Bound students also attend programming throughout the school year and receive the support and mentoring of an Advisor. Students complete the program by working 1x1 with a college counselor in 11th and 12th grades, with 99% graduating from high school and getting accepted into college..

Position Description

This is a fully in-person position. Breakthrough is not currently supporting remote positions. The Operations Associate is a full-time summer, site-based staff position. The Operations Associate is responsible for managing the logistics of the site. The Operations Associate will play an integral role in ensuring the quality execution of day-to-day operations and the special events of the site. This position reports directly to the Summer

Site Director and attends regular supervision meetings. The Operations Associate is responsible for supervising Program Interns (typically four).

Responsibilities:

- Co-lead a site during the summer; collaborate with staff colleagues to support students and Teaching Fellows
- Contribute to and implement a shared vision for successful operations management, including but not limited to:
 - Lead/facilitate the planning of logistics related to Friday events for the site as well as the transmission of information to Teaching Fellows and Staff
 - Lead/facilitate the planning of logistics related to field trips as well as the transmission of information to Teaching Fellows and Staff
 - Main point of contact for daily student meals
 - Point person for site committees
 - Manage site supply inventory and site supply room
 - Take the lead on planning and explaining the logistics for field trips
 - Supervise Program Interns
 - Support the training and development of Teaching Fellows and Program Interns
 - Support the facilitation of orientation
 - Assist with additional programming and operational tasks, as assigned
 - Build high-quality, professional relationships with BTC students, families, Teaching Fellows, Instructional Coaches, site staff, and partners

Qualifications:

- Strong leadership, planning, and organization skills
- Ability to initiate and follow through on ideas
- Experience working with diverse groups of people, including students
- Excellent interpersonal and facilitation skills
- Excellent written and oral communication skills
- Strong computer and data management skills (experience with Excel preferred)
- Strong sense of purpose and vision for expanding educational opportunities for student and aspiring educators
- Willingness to work within and support a culture of restoration

- Ability to work effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness
- Flexibility and willingness to adjust as needed to best serve the program mission

Preferred Qualifications:

- Breakthrough, LearningWorks, or Summerbridge experience
- Proficiency in one of the following languages: Hmong, Karen, Oromo, Spanish

Terms of Employment:

This is a temporary, full-time, stipended summer position (with the possibility to further engage with Breakthrough in the future!). Associates receive a \$10,000 stipend for the summer, paid semi-monthly. Priority is extended to those who can begin onboarding in May, but a flexible start date is available. Pre-work can be done remotely or in person from May 15-June 4 at \$20/hr, up to 20 hours/wk (for a total of up to \$400/wk).

- Summer Program:
 - Summer Program Dates:
 - Staff Orientation: June 5 - 6, 2023 (In Person at MPA)
 - Faculty Orientation: June 12 - June 27, 2023 (Except June 19)
 - Student Program: June 28 - August 4, 2023 (BTC off July 4)
 - Wrap-Up Week: August 7 - 11, 2023
- Hours
 - Orientation 8:00 AM - ~5:00 PM
 - Student Program ~50 hours/week
 - Wrap-Up Week 40 hours/week
 - Occasional evening hours & one all-day Saturday event on August 5th

Work Location:

1 Position at each of our 3 Sites (3 Vacancies Total)

- Mounds Park Academy (2051 Larpenteur Ave E.)
- Washington Technology Magnet School(1495 Rice St.) *
- Chanhassen High School (2200 Lyman Blvd.)

**Subject to change based on availability and scheduling with our partners Saint Paul Public Schools*

To Apply: Send an email to apply@breakthroughtwincities.org with the subject line "Operation Associate" and attach an updated resumé, cover letter, and two references.