

Houston GPS

Operations Associate



Overview

Houstonians for Great Public Schools (Houston GPS) is looking for a qualified **part-time Operations Associate** to join our team. Our ideal candidate would be an experienced office administrator and someone who is motivated by mission-driven work. He or she will be responsible for managing financial accounts and documents, processing payroll, scheduling and managing logistics for small and large meetings/events, entering data, and generally advancing the mission of Houston GPS. This individual must also be comfortable analyzing data and using multiple software platforms to store and organize information. Ultimately, he/she will oversee logistics and administrative tasks for Houston GPS.

About Houston GPS

Houstonians for Great Public Schools is committed to ensuring that all children in Houston have access to a high-quality public education. Our mission is to increase public understanding of the roles and responsibilities of school board members and to hold members accountable for high performance. If the voting public knows exactly what is expected of school board members and how well they are doing, then school districts will operate more effectively. We carry out our mission by educating the public about what it means to be an effective school board member, rating existing school board members on their effectiveness, and endorsing school board candidates who demonstrate the ability to be great district leaders.

When school boards are operating more effectively, we expect to see the following:

- Attention and energy focused on kids
- Limited waste of resources
- Increased student achievement
- Increased parent/community engagement
- Higher levels of college & career readiness

Every student deserves the opportunity to an excellent education, and we need school districts that prepare all children for future success.

Mission of Houston GPS

Houston GPS's mission is to increase public understanding of the roles and responsibilities of school board members and to hold members accountable for high performance by demonstrating our five core values: *Impact, Leadership, Collaboration, Equity, and Stewardship.*

Responsibilities

- Embody the five core values of Houston GPS
- Advocate for all students and their opportunity for success in public schools
- Manage financial accounts
- Manage and process donations, bill payments, payroll and health insurance benefits
- Schedule and Manage logistics for all events/meetings.
- Assist the Executive Director with budget reconciliation and event planning
- Assist the Director of Policy and Communications with data collection, implementation, and analysis
- Attend large events and school board meetings
- Maintain a working knowledge of current issues in K-12 education policy (especially as they pertain to the Houston area) and the messages, engagement, and policy efforts of Houston GPS

Requirements

- Post-secondary degree preferred (High School diploma with 2+ years of experience will be considered)
- Dedicated to improving the quality of public education in Houston
- Advocacy experience or work in a mission-driven environment preferred
- Strong analytical, interpersonal, and written communication skills
- Experience in finance, data management, administration or relevant field
- Working knowledge of MS Office Suite, QuickBooks, Constant Contact, and Salesforce

Compensation

We offer a competitive compensation package based on qualifications and experience.

Application

Please email info@houstongps.org with your resume and cover letter or any questions you may have.

Start date will be in late Summer, 2020.