



Operations Manager

Network Position

Our purpose at Citizens of the World Charter Schools is to realize human potential by strengthening the bonds among us and developing true citizens of the world. In this work, we are guided by our core values of Excellence, Authenticity, Diversity, Community and Change, and our operating norms that reflect a commitment to personal and professional growth, including operating as learners, with curiosity, integrity and humility.

The mission of Citizens of the World Charter Schools is to impact and expand the conversation about what an excellent education contains, requires and accomplishes. Citizens of the World schools challenge students to realize their full potential and thrive in a diverse society. We are public schools open to all, committed to serving diverse communities throughout the U.S. with schools currently in Los Angeles and New York, and Kansas City. We develop sophisticated thinkers who master content and have a courageous and compassionate sense of responsibility for themselves and others. Our schools are in strong demand: in 2015, we had 10 times more interest than space. Our classrooms are challenging – and joyful – learning environments that engage children through fun projects tailored to their personal experiences, strengths and needs. Our teachers take the time to get to know each child as an individual. We empower children to think critically *and* learn to engage respectfully and productively with fellow students by developing their capacity to enter into and understand the lives of others. Our goal is for student “success” to include mastery of both content and emotions, so that students can meaningfully connect with each other, be part of any community, and courageously decide who they are in the world and how they want the world to be.

In this work, we:

- Prepare students to become citizens of the world in an ever-changing future.
- Promote academic rigor and experiential learning to support and develop children's natural intellectual curiosity.
- Embrace a constructivist, project-based learning approach to teaching and learning.
- Develop each child's potential to live as a learner, both in school and out.
- Reflect, welcome and celebrate the community's diversity.
- Strengthen the bonds among members of the school community and beyond.
- Support adult development to ensure a truly inclusive and equitable community.

Overview

The Operations Manager will be a detail-oriented self-starter who plays a key role in Citizens of the World Charter Schools (CWC) present and future work to expand the definition of success. The Operations Manager will keep the trains running across two organizations to support the overall operations for CWC while also supporting the launch of a new leadership development program for school leaders.

Responsibilities

Institute Operational Support

- Support the overall operations of the CWC Institute, including:
 - Development of new operating processes for key programmatic elements
 - Contract management with all vendors and consultants, including drafting contracts and managing/approving payments
 - Coordination of program-related travel for staff and participants
 - Managing the purchase and disbursement of program-related supplies and materials
 - Communicating with participants, coaches and consultants over the course of the program
 - Processing payments and other expenses related to the program
 - Leading the logistics and operations for annual model immersion days
- Perform other duties as determined.

Leadership Team Support

- Field questions and meeting requests directed to the CEO, maintain the CEO's calendar and travel schedule, and complete expense reimbursement requests on behalf of the CEO.
 - Represent the CEO by scheduling meetings; answer questions and meeting requests directed to the CEO; arrange breakfast, lunch and dinner meetings, and other organization-wide functions.
 - Arrange CEO corporate travel and meetings; coordinate scheduling; book other transportation; and arrange lodging and meeting accommodations.
 - Collect receipts, invoices and statements from CEO for reimbursement; and create monthly expense reports.
- Work with CEO and other members of the CWCS leadership team to plan and execute meetings, projects, group travel and special events.
 - Coordinate scheduling of team meetings and special events.
 - Prepare materials and order supplies needed for projects, meetings and special events.
 - Arrange for group meals for meetings and special events.
 - Assist project leaders with editing, proofreading and formatting documents.
 - Coordinate group travel arrangements.

CWCS Team Support

- Identifying organizational processes for improvement and proposing new processes to the full team
- Support the team in the development of annual operating plan priorities and lead on implementing priorities specific to Institute and CWCS operations.

Team Culture

As a member of the CWCS team, the Operations Manager shall:

- Contribute to the development of the CWC adult culture by modeling the highest-levels of professionalism, aligned to the CWC Purpose, Core Values and Operating Norms.
- Be dedicated to self-improvement and growth, with a desire to embrace the CWC dispositions.
- Ensure that all members of the school community are engaged and valued.

Qualifications

Candidates must have:

- Experience managing and planning travel-related logistics
- Demonstrated oral and written communication skills.
- Five (5) years minimum experience in operations or logistics strongly preferred.
- Experience working in a mixed socio-economic school (SES) strongly preferred.
- Demonstrated track record of success in:
 - Building new systems and improving existing processes
 - Problem solving
 - Supporting cross-functional initiatives in diverse and complex organizational settings.
 - Thriving in an achievement-oriented and fast-paced environment.
- Position must be based in Los Angeles.

Skills/Traits

- Be dependable and have excellent follow-through.
- Works successfully alone or on a team.
- High level of organization and attention to detail.
- Possess strong interpersonal and communication skills.
- Have excellent problem-solving skills.
- Ability to be flexible while focused on a goal.
- Actively listens to others and able to effectively interpret others' motivations and perceptions.
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations.
- Skillfully navigates existing political structures/systems.
- Be aligned with the education philosophy and the organization's purpose and mission.
- A strong personal commitment to ongoing learning and growth.
- Strong writing skills.

CWCS offers competitive salaries commensurate with experience, and a comprehensive benefits package. We are an Equal Opportunity Employer and, as an organization serving a diverse group of students, we work to reflect this diversity in our staff as well. We value the perspective and insight that a diverse staff brings.

Apply

Please email a cover letter and resume to buildthefuture@cwcschools.org with the email subject line title: "CWCS Operations Manager".