

***Position Description: E3 Alliance Communications and Research Associate***

***Classification: Full Time***

***Direct Supervisor: Senior Director of Operations***

E3 Alliance, a nonprofit focused on systems change in education, is looking for a full-time Communications and Research Associate to support E3 Alliance's communications and research teams with day-to-day operations and organizational administration. This is an excellent opportunity for an early to mid-career administrative professional who is interested in learning more about improving equity in the Central Texas education system and how communications and research can support systems change. We are also interested in candidates with backgrounds in other fields who have transferable skills and experience to bring to this position.

The Communications and Research Associate should have experience with common office applications including Microsoft Outlook Email and Calendar, Word, PowerPoint, Office 365, Google Drive, Zoom, or similar applications. The candidate must be adaptable and able to support team members in a fast-paced environment where staff are working remotely, hybrid, and attending in-person meetings. They must be able to take direction, work independently and be resourceful while learning new things, performing job responsibilities, managing multiple milestones and deliverables, problem-solving, and maintaining confidentiality.

The E3 Alliance mission is to use data and collaboration to transform education systems so all students succeed. We are nationally recognized for our success in regional systems change to improve equity and student outcomes. This is a dynamic position with opportunities to learn, grow, and contribute to improving educational outcomes and equity for all students in our region and state.

E3 Alliance is an equal opportunity employer and actively working to continuously improve our organization's inclusivity and belonging. E3 Alliance has a Best Place for Working Parents 2022 designation.

At E3 Alliance we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility to staff of working remotely or in an office with the understanding that some in-person meetings will be required.

**Our Core Values:** Collaboration | Data-driven | Equity | Life-long Learning | Relentless

**Primary Duties and Responsibilities**

This role will perform a wide range of duties including, but not limited to, the following:

**Team Support**

- Provide support to E3 Alliance's communications and research teams with organizing and maintaining schedules, calendars, and appointments. Associated work may include preparing agendas, minutes, equipment, location, information packets and follow up action items for meetings and events.

- Support the communications and research teams with meeting preparation, document approvals, travel arrangements, expense reports and other support tasks.
- Maintain team project trackers and planners and remind team members of due dates and associated tasks.
- Help maintain contact and outreach lists in Outlook and Constant Contact.
- Assist communications and research teams with HR and hiring activities, including coordination with applicants, coordinating with ACC HR and benefits teams, and troubleshooting ACC's HR system, Workday.

### **Organization Support**

- Help to support staff wide meetings and Advances including, but not limited to: ALL E3 Meetings, Advances, Leadership Team Meetings, E3 "fun days" and Learning Lunches.
- Assist with social media strategy by posting on E3 Alliance's social media handles
- Coordinate special projects, including researching and analyzing best practices; interpreting and applying policies and procedures, and/or recommending alternative solutions based on information gathered.
- Participate in cross-functional taskforces, workgroups, or implementation teams.
- Other duties as required to proactively support effective and efficient operations of the E3 Alliance office.

### **Performance Expectations and Review**

Performance reviews will be conducted annually, with formative feedback throughout the year. Areas of evaluation may include but will not be limited to:

- Success in carrying out duties as required by above job description
- Initiative to learn and grow
- Willingness to work as a strong team member
- Ability to take guidance and supervision
- Alignment with E3 Alliance Core Values and "Best At's"
- Compliance with E3 Alliance Policies and Procedures

### **Minimum Qualifications:**

- Passionate about advancing equity in education and supporting students
- Exceptional organizational skills and attention to detail
- Ability to organize and coordinate calendars and schedules for a variety of internal and external meetings and events
- Excellent written and oral communication skills
- Ability to take direction and complete tasks independently
- Proven ability to be a strong team member, contribute to a positive work environment and work collaboratively to achieve individual, team and organization objectives
- High proficiency in Microsoft Office Suite: Outlook, Excel, PowerPoint, Word; Office 365, Google Drive, Zoom
- Authorized to work for a US Employer

### **Preferred Qualifications:**

- Interest in research and/or communications
- Experience with Constant Contact or other CRM systems
- Experience with Microsoft Teams, Mural, Jamboard, Padlet or other virtual meeting facilitation tools
- Experience with Workday and/or other ACC systems
- Experience supporting teams administratively
- Strong collaboration skills with internal and external stakeholders
- Spanish bilingual
- Work experience in a fast-paced, mission-driven work environment

### **Compensation and Benefits**

Austin Community College is a founding partner of E3 Alliance and through this partnership E3 utilizes ACC payroll, human resources, and benefits systems.

- Salary based on experience and expertise, as well as comparable pay for similar positions at E3 Alliance and other non-profit institutions. Pay range: \$47,000-\$62,000 annually
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

Title and compensation will be commensurate with experience.