



Men of Color in Educational Leadership
Operations Associate Job Description

ORGANIZATIONAL OVERVIEW

Men of Color in Educational Leadership (MCEL) is a national non-profit and network of educational leaders who are hyper-focused on eliminating achievement and opportunity gaps for all students. Strengthening and diversifying the educator workforce – and school leadership, in particular – improves students’ learning experiences, accelerates school improvement, and offers a significant return on investment for schools and school systems.

Based on research and lived experiences, MCEL supports leaders of color who are uniquely positioned to disrupt current education ecosystems, lead through the lens of equity, and serve as critical levers to student success. MCEL also supports school districts to assess their current policies and practices and identify concrete action steps to recruit, develop, support, and retain leaders of color, thus improving outcomes for students across the school system.

POSITION OVERVIEW

Reporting to the Chief Executive Officer, the Operations Associate will play a key role in growing MCEL’s operational capacity and supporting the organization’s strategic goals. The Operations Associate will perform a diverse range of responsibilities including financial, logistical, operational, and administrative tasks to support organizational efficiency and effectiveness.

RESPONSIBILITIES

The Operations Associate’s responsibilities will include, but not be limited to, the following:

Finance, Accounting, and Contracts

- Review and code financial transactions, enter bills and cash receipts
- Administer reimbursements to staff, consultants, and participants
- Maintain contract and vendor files, obtain vendor signatures, and track status of contracts and payments
- Support budget planning and management to ensure efficient resource allocation
- Support financial reporting for grants, contracts, and annual audit and tax filing

Program Execution

- Support logistical planning and implementation for program activities, convenings, and events
- Execute efficient program operations, including participant scheduling, pre-work, surveys, and follow-up
- Organize and manage google drives to share session content and tools with program participants

Communications

- Provide timely and responsive customer service to participants and stakeholders by managing phones and organizational email
- Manage and update participant and stakeholder contact lists and database
- Conduct research and draft content to support fundraising proposals and reports

Operations

- Organize and maintain organizational documents and files
- Maintain organizational calendar
- Proactively order supplies, resources, and equipment to meet team’s needs

- Support staff onboarding and offboarding
- Suggest and implement solutions to improve operational systems and processes
- Create processes, templates, and tools to support efficient and effective team performance

Additionally, the Operations Associate will fulfill any other responsibilities as needed or assigned by the Chief Executive Officer.

QUALIFICATIONS

The ideal candidate will demonstrate the following competencies:

- **Commitment:** Passionate advocate for developing men of color in educational leadership and increasing outcomes for all students
- **Results Orientation:** Exhibit a strong focus on goals and results – including a proven track record of meeting or exceeding goals – and hold self personally accountable
- **Communication:** Communicate effectively in both written and verbal communication – tailor message for audience, context, and mode of communication and demonstrate ability to engage and inspire
- **Interpersonal Skills:** Build positive relationships with diverse stakeholders and maintain a service orientation
- **Execution:** Demonstrate excellent project management and implementation skills – work efficiently, maintain attention to detail, plan, multi-task, adapt, and balance requests from many stakeholders
- **Agility:** Demonstrate an entrepreneurial mindset, ability to work in a fast-paced or ambiguous environment, and maintain a positive attitude, flexibility, and humor

The ideal candidate will have the following experience:

- A minimum of 2 years of professional experience, preferably in a nonprofit and/or K-12 education setting
- Demonstrated experience managing logistics and communications
- Excellent computer skills including Microsoft Office and Google-based applications
- Experience working with QuickBooks, detailed financial transactions, and financial reports
- Experience with fundraising and/or grant writing
- Bachelor degree preferred

BENEFITS

- Opportunity to develop and lead a pioneering organization dedicated to advancing men of color in educational leadership
- Competitive salary starting at \$55,000, commensurate with skills and experience
- Comprehensive benefits package, including health insurance, retirement savings, and professional development opportunities
- A dynamic and collaborative work environment with a passionate team committed to inclusion, innovation, and educational excellence

TO APPLY

Please send your resume and a role-specific cover letter to careers@mcelleaders.org or call (407) 504-0553 for more information. Applications to this position will be considered on a rolling basis until the position is filled.

Men of Color in Educational Leadership (MCEL United Inc.) is an Equal Opportunity Employer committed to diversity, equity, and inclusion in all aspects of employment.

For more information about MCEL, please visit our website at mcelleaders.org.