



Job Description: Operations Specialist

Hourly, Contract-Based Work

About SchoolKit

We are a team of experienced educators who train and support schools, districts, and states to help all students meet college and career ready standards. We believe that excellent instruction is the foundation of equitable schools. Working in partnership with local educators, we help improve instruction and leadership through content and curriculum-specific training. Together, we build schools and systems that help all students succeed. We train teachers and leaders on standards-aligned instructional practices in literacy and math and specialize in professional learning using high-quality, openly-available curricula. More about our current and past work is available at www.schoolkitgroup.com.

We are seeking Operations Specialists to undertake discrete projects of various sizes for our operations team that will help our organization automate processes, store operational data, and improve our systems. This is project-based contracting work, not a full time position. Feel free to inquire about current project availability by emailing anders@schoolkitgroup.com.

Systems we currently use:

- Zoom
- Google Sheets + Drive (common usages, plus Sheets as a makeshift database)
- Formstack (use for a full form -> document - > signature integration process)
- TalentDesk (contractor management system)
- Asana
- MailChimp

Expertise we're looking for:

- Familiarity or expertise with the systems listed above.
- Advanced proficiency in Google Sheets and/or Excel, including the ability to create makeshift databases.
- Ability to automate across systems using Zapier, Automate.io, or similar tools.
- Familiarity or expertise with database systems, including, but not limited to Airtable and Zoho.
- Systems mindset and ability to discover efficiencies anywhere our team may be missing them.

Compensation is commensurate with experience. Each Specialist will be given an hourly rate at which to bill while completing assigned project work.

How to Apply

Please email anders@schoolkitgroup.com to inquire about this contracting position.

SchoolKit is an Equal Opportunity employer. Contractors are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.