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**Operations Assistant/Facilities Specialist**

**Why Statesmen Exists**

With an ecosystem full of innovative options, Washington DC has become a laboratory for the newest iteration of education equity and reform. Still, 20 years in full swing with untold billions in full investment, the group needing the most out of that movement is now even further behind. The achievement gap for Black and Latino males continues to be largely unresponsive to many well-intended and well-designed innovations. At Statesmen College Preparatory Academy for Boys PCS, we believe that this can and must change. Statesmen is founded on the core belief that high levels of achievement for male students experiencing urban poverty is not just possible, it’s what we’re here for.

**What Statesmen Does**

The recipe engaged to accomplish this task may seem complex but has two primary ingredients - high expectations combined with warm, caring and trusting relationships. Given a tight knit crew and a worthy cause, our boys are unstoppable. The ***vision*** of Statesmen is that the young male scholars who attend the academy one day lead in communities that they redesign. Always working in pursuit of the ***values*** of Relationships, Rigor, Relevance and Resilience, the ***mission*** is to create a boy-friendly pedagogy-informed academic environment within which young male scholars are equipped with the academic skills, social competencies, and personal development necessary to navigate life challenges, attend and complete the college of their choice, and return to become the premier agents of social change within and for the communities they serve.

**What Makes This Work**

Passionate, committed, resilient, focused, self-aware, mature, mission-aligned adults who embody personal and professional efficacy are necessary to carry this work forward. Statesmen is not a place to work. More than that, it is a place to live out a mission, a calling, a design for impact and a desire for legacy. Consider these internal drivers:

* You Do People! You believe that people are better when they are deeply known and unconditionally loved.
* You Do Results! You can’t be satisfied with struggling students getting “a little bit better.”
* You Do Focus! You believe that “Black Lives Matter”, that “Brown Lives Matter”, that “Boys Lives Matter” and that caring for them doesn’t mean not caring for others.
* You Do ***Not*** Quit! You may not have all the answers, but you know and believe that all the answers are out there and you will not stop until these young men win.

If that sound like you, welcome to Statesmen. Welcome home!

**Who We Need Now**

The leadership of the school must maintain a laser like focus on creating and maintaining a College-Going Academic School Culture of Efficacy. With executing on all operational aspects of the organization and the school as the primary focus of the Director of Operations, the **Operations Assistant – Facilities Specialist** directly supports the mission of Statesmen Academy for Boys by executing a host of school-wide operational projects that support the effective operations of the academy.

**What You Will Do**

The Operations Assistant Facilities Specialist will have three primary bodies of work that are designed to support strong organizational operations.

**Communication**

* Communicate professionally, efficiently, appropriately in engaging all stakeholders, serving as the secondary point of contact for those reaching out to the school and in supporting the wellness team with student enrollment and daily attendance

**School and Classroom Beautification**

* Work with School Staff to create and maintain an attractive and welcoming environment within classrooms, offices and all open spaces, working with individual staff on a plan to specifically support the appeal of their space

**General Operations**

* Support day-to-day school office operations including reception, guest registry, mail handling, food handling, laundry, event support as well as equipment and materials procurement, distribution and placement

**Who Must You Be**

The person best suited for this role is an outstanding communicator with exceptional interpersonal skills. You will be an organized self-starter with a heart for people and an eye for detail. The best candidates will have an advanced degree, significant experience with school or system level operations as well as knowledge of the technology, data systems and software used to engage this work.

**What Will You Get**

A home! A family! A place to carry out your personal mission. You will get challenged and you will grow. You will get to rest your head each night knowing that what you did today - mattered.

You will also get a competitive salary ($40,000 to $55,000 based on credentials and experience) with generous benefits within a young startup with ample opportunities for advancement. You will get some of the best professional development being offered, access to local, regional and national cohorts of contemporaries doing this work at high levels and opportunities to see and practice cutting edge strategies and techniques that are actually working for young male scholars regardless their backgrounds.

**What You Must Do Now**

We are deeply committed to equity and diversity and will not discriminate based on race, ethnicity, religion, gender, sexual orientation, disability, age or any other personal or professional status.  If Statesmen College Preparatory Academy for Boys PCS sounds like your next home, please do not hesitate to engage the Statesmen Academy Careers portal to make sure that your interest in joining our family is known. We can be engaged at [www.statesmenboys.org](http://www.statesmenboys.org).