



Now Hiring: Systems Support Associate (20-25 Hours/Part Time) START DATE: IMMEDIATE/Summer 2018

Public Impact is a national education policy and management consulting firm based in Chapel Hill, N.C. Our mission is to improve education dramatically for all students, especially low-income students, students of color, and other students whose needs historically have not been well met.

We are a team of professionals from many backgrounds, including former teachers. We conduct research to understand what leads to better outcomes, and we develop and implement innovative solutions to create dramatic improvements for children. We apply our research and solutions by advising leading philanthropists, designing and implementing new initiatives for policy and education leaders, and advising other change agents in education. We partner with teachers and other leaders to implement changes that will help the students they serve. Major current areas of work include these:

- Teachers and leaders: extending the reach of excellent educators and teams, teacher-leadership, career paths and pay, paid residencies, selection, evaluation, and leadership.
- Charter school excellence, innovation, authorizing, and growth of excellent organizations.
- School turnarounds, excellent diverse schools, finance, accountability, and other topics.
- See all of our work at publicimpact.com and www.opportunityculture.org

ROLE:

- Assist administrative managers in human resource systems, talent, finance, and office systems
- Assist with maintenance of firm's reports/tracking tools including grant, expense, and compliance
- Manage scheduling for senior team
- Arrange travel for team members
- Help organize and execute special events
- Assist with other duties as assigned

QUALIFICATIONS:

- Excellent organizational skills
- Attention for details and a tolerance for working on multiple projects simultaneously
- Demonstrated commitment to completion of tasks on a timely basis
- Ability to communicate clearly and concisely, both orally and in writing
- Excellent computer skills. Thorough knowledge of MS Office software and comfortable learning new programs as necessary
- Problem-solver with an eye to making systems more efficient and user friendly
- Ability to take initiative, multitask, and work well under pressure
- Highly organized and a detail-oriented self-starter committed to quality and results
- Flexible, resourceful, and good-humored in a fast-paced, results-oriented culture
- Able to interact with varied personalities and management styles in a courteous, friendly manner
- Customer service orientation

LOCATION: Office in Chapel Hill, N.C. area

PAY: Competitive with entry-level administrative positions; very generous cash benefits for time off, health insurance, plus retirement.

***Please submit PI employment application, cover letter, resume and 3 references to:
hiring@publicimpact.com or mail to Hiring, Public Impact, 405A E. Main Street, Carrboro, NC 27510.***

Public Impact is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.