



# [ BEACON ] ACADEMY

## Our School

Beacon Academy closes the opportunity gap for a cadre of Boston's bright and determined students. Striving for educational equity using a lens of social justice, we help our students create life changing opportunities as they build lives of purpose, community, and impact. Our 10-Year Model begins with our Academy Year – a 14-month term filled with academic rigor, personal development, and exciting life experiences – followed by diverse support programs for our alumni throughout high school, college, and early careers. Not only do we prepare students for futures of curiosity and well-being, but we also stay connected with them, offering resources to promote success from their first day at Beacon into their first careers. We value our community and strive for a sense of belonging at Beacon. To achieve that, we honor each person's dignity and humanity, bring a learning mindset to our work, encourage honest and direct feedback, and look for joy even in challenging spaces. We invite you to contribute to these core values of Beacon.

## Commitment to Equity, Inclusion, Diversity, Belonging and Joy!

At Beacon Academy we center our work on the educational success and well-being of the students and alumni of color we serve. We, therefore, hold ourselves accountable to the following principles:

- Recognizing the humanity and dignity in each person no matter their role, title, or responsibilities.
- Embracing equity as a common goal demonstrated by leveraging and sharing our power, influence, knowledge, and experience to level the playing field and dismantle barriers to educational success and well-being.
- Co-creating a sense of belonging where our team, students, families, and volunteers feel welcomed, respected, supported, and valued to fully participate in the community.
- Leading with curiosity by first seeking to understand the need.
- Ensuring accountability to our students and our team.
- Discovering joy by celebrating successes and lessons even if the outcome was not as expected.



## Operations Coordinator

Start Date: January 2023

Reports to: Director of Finance & Operations

Schedule: 40 hours

Work Year: Full Year

Benefits Eligible: Yes (including paid time off, health and dental coverage, accessible by public transportation and conveniently located in Roslindale Village)

### Job Summary:

The Operations Coordinator works to support the general operations of the Academy as directed by the Director of Finance & Operations including managing the front desk, ordering and tracking supplies, managing the student meal program, and generally meeting the various needs of the Beacon community. This person will often be the first point of contact for students and visitors as they walk into the building and will be responsible for the first impression we make as Beacon. As such, we need someone who is helpful and responsive to requests for assistance, demonstrating a generosity of spirit and support to the Beacon community.

### Essential Duties & Responsibilities:

- Greet and welcome all visitors
- Keep the front desk tidy and presentable with all necessary materials (pens, forms, paper etc.)
- Answer questions or direct to the appropriate staff member
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Monitor office supplies and place orders when necessary
- Actively practice a strong work ethic of timeliness and dependability, personal integrity, confidentiality, and professional maturity
- Record each visitor's arrival and departure following risk management protocols as assigned; provide identifying badges as assigned
- Manage the assignment of rooms for student, alumni, volunteer, family, applicant, and community events; provide necessary materials for meetings and perform general clean up post-meetings
- Manage the daily delivery and serving of student meals; support students as they help clean the eating area post-meals; note which types of meals are best eaten by students so that the meal program can evolve to meet students' needs



- In response to employee requests, manage the purchase of supplies for Beacon activities; track orders and deliveries; organize all receipts in support of the finance office
- Perform data entry work as assigned
- Other tasks as assigned

### Qualifications:

- Familiarity with office machines (e.g., fax, printer, etc.)
- Strong communication and people skills
- Good organizational and multitasking abilities
- Problem-solving skills
- Customer service oriented
- Experience organizing activities and processes
- Experience working with a database to track activities and finances (preferred)
- Excellent interpersonal and communication skills; ability to communicate effectively with all members of the Beacon community
- Bilingual/Bicultural candidates strongly encouraged to apply
- The ability to work collaboratively with a diverse group of community members with fairness, respect, consistency, and integrity
- A positive outlook, personal warmth, an excellent work ethic, and a sense of humor
- Demonstrated ability to embrace and share the Academy's mission

### Physical Demands:

- The ability to guide visitors to Academy rooms
- The ability to work using a computer intermittently
- The ability to follow Safe Serve protocols for serving and organizing student meals

### To Apply

Please send a cover letter and resume to [jobs@beaconacademy.org](mailto:jobs@beaconacademy.org) with the subject line: Operations Coordinator. Beacon Academy welcomes a diverse candidate pool because we believe a diversity of voices leads to better outcomes for everyone. Beacon Academy is an Equal Opportunity Employer.



## The Beacon Community

A key priority for Beacon this year is maintaining and strengthening a sense of community. Our community consists of students, alumni, parents, caregivers, faculty, staff, Board members, volunteers, corporate and community partners, and donors who bring our mission to life and sustain our robust 10-Year journey from Academy year to career for over 300 students and alumni. We are committed to embracing educational equity as a common goal and are grateful to our community for helping us work to achieve it. When we come together as a community, there is no limit to the number of life-changing opportunities we can create for these students and many more.



## Beacon's CEO/Head of School's Vision



Charles E. Carter, Jr., Ph.D., LICSW brings more than 25 years of experience working with and leading nonprofit organizations that focus on youth development and education, and he has committed his career to improving social and economic justice for Black and Brown communities. As Beacon's leader, Dr. Carter envisions Beacon as a place where students expand their brilliance and discover their power to achieve their dreams!

## Location

In 2021, Beacon Academy moved to its own building at 814 South Street, in the heart of Roslindale Village. This impressive 17,000 square foot granite church now features spacious meeting areas, classrooms, and offices that have facilitated efficient communication and collaboration among Beacon's faculty, staff, students, alumni, and volunteers.

