



SUMMIT Learning™ Program

Who We Are

T.L.P. Education is a nonprofit organization guided by the vision that all educators should be empowered to truly meet the needs of all of their students. Working with Teachers, Learners, and education Partners, T.L.P. Education provides knowledge, tools, and training to schools across the country through the Summit Learning Program. Together, we are helping educators achieve their goals, students realize their full potential, and schools serve their communities. The Summit Learning Program currently supports more than 70,000 students in hundreds of schools nationwide. Their diverse communities are represented through district, charter and independent schools.

Learn more at <https://www.summitlearning.org/about-us>.

Our Values:

- ***We stay at the forefront of our work:*** We continuously improve, learning directly from those who are doing the work.
- ***We are optimistic about change and the possibilities therein:*** We welcome programmatic improvements and strategy shifts which will result in positive results for children and communities.
- ***We value our people, and we support their growth within their zone of proximal development:*** Our people are at the center of our work, and we support their development by finding their level of potential development through problem-solving and in collaboration with peers.
- ***We mean what we say, and we commit to our promises:*** We follow through on our commitments with honesty and integrity.
- ***We do more with less:*** We are a non-profit organization serving schools, and we are responsible stewards of our resources.
- ***We are principles-based, not rules-based:*** We make decisions based on what we believe is best for our people and the communities we serve as opposed to adhering to a prescriptive set of immovable practices.
- ***We value diversity and strive to be inclusive in our work, both for our students and our team members:*** We believe in the importance of teaching children in alignment with our values and honoring every individual story and unique path.

Role Overview and Responsibilities:

The Senior Executive Assistant will provide executive administrative support to the Executive Director of T.L.P. Education and the Chief of Staff.

The Executive Assistant will have duties in the following areas:

- Provide executive administrative support to the executive team including Executive Director and Chief of Staff
 - Calendar management, including scheduling meetings, tours, and events, with internal and external partners.
 - Develop systems to manage, sort, and prioritize incoming communication (email, mail, paperwork, signatures, regular and annual communications) from various stakeholders and potential partners (including donors and executives across the private sector and education reform landscape)

- Point person for all meeting requests that come to the executive team.
 - Develop and manage cadence for ongoing communications with external partners, including drafting outgoing content
 - Develop and maintain a system for managing contacts
 - Plan and book travel for the executive team.
 - Complete and submit expense reports for the executive team.
- Manage key ongoing functions that support the overall organization:
 - Mentor and manage the executive assistant team.
 - Manage ongoing communication with key stakeholders, including staff, board and external partners. Includes developing ongoing engagement calendar for each audience (including seasonal cards, notes of recognition, regular communications, etc.)
- Manage executive related projects and board management:
 - Provide project management for specific executive projects.
 - Conduct research related to those projects.
 - Manage the development of materials for board meetings, presentations, board-level events, and manage board compliance and communication on behalf of your executive.
 - Create and maintain key organizational documents including system calendars, organizational charts, and other reference materials.
 - Assist in maintaining budgets on behalf of your executive's teams.
- Manage meeting and event logistics:
 - Serve as point-person for preparing the team, board, meeting, or other event logistics of behalf of your executive's team.
 - Take and share notes from team meetings; track action items, and ensure completion.

This is an exempt position and remote.

Qualifications:

Required:

- Commitment to **uphold Summit Learning values** believe that all children deserve a rigorous and equitable education that prepares them for college and for life
- Demonstrated passion or interest in the education sector.
- Passionate about our mission and desire to contribute to the vision of the organization.
- 5-6 years of professional experience with related administrative, operations or project management work in a fast-paced environment.
- Strong communication, interpersonal, and presentation skills. The ability to inspire confidence among staff and diverse stakeholder groups and speak on behalf of your executive.
- Strong organizational skills and ability to build and maintain systems that enhance organizational efficiency.
- Proficient in Google suite, Microsoft Office products, especially Excel and PowerPoint, and willingness to learn other relevant data software.
- Adaptability to thrive in a rapidly changing environment, and the ability to learn the skills needed to meet the organization's needs.

- Exceptionally strong attention to detail, great organizational skills, a self-starter with an ability to predict and think ahead.
- A proven positive, collaborative approach to work, including a commitment to client-service and problem-solving.
- Ability to travel at least four times a year for full team meetings and periodically to directly support team.

Strongly Preferred:

- Experience in schools, non-profits, or educational organizations.
- Executive Assistant support to a CEO or Executive Director.
- Bachelor's degree.

What We Expect From You:

- You maintain **high expectations** for all students and believe all students can find success in school, college, and life.
- You **thrive while collaborating** and are excited to work with your colleagues. You find positivity in share successes.
- You're deeply **dedicated to social justice** and feel motivated by the challenge and impact of working in a heterogeneous community and closing the achievement gap.
- You **share our vision** to reimagine what schools should be and are excited to make an impact on the public education landscape.
- You are **data driven** and you collect, evaluate, and utilize data in meaningful ways.
- You are **positive and resilient** in the face of big challenges.
- You take **initiative and ownership** in driving your work to meet personal and team goals.
- You possess **strong relationship** skills and you motivate, inspire, develop, and communicate with diverse groups of teachers, leaders, staff members, and community members.
- You apply **honest, actionable, and timely feedback** that results in improved performance.
- You have a **strategic mindset** when it comes to executing Professional Development initiatives.
- You are **empathetic and culturally competent**. You're open to having hard conversations.
- You thrive in **innovative** environments and are comfortable with the ambiguity that can come with a dynamic and progressive workplace.
- You're **committed to continuous improvement**, see feedback as a positive, and have a growth mindset.

What You Can Expect From Us:

Summit Learning offers competitive salaries and benefit options for full-time employees.

We strive to recruit a diverse team. Summit Learning is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, ethnicity, national origin, religion, gender, gender identity and/or expression, sexual orientation, disability, age, marital status, military status, pregnancy, parenthood, citizenship status, creed, or any other characteristic protected by federal, state or local law. Summit will provide reasonable accommodations for qualified individuals with disabilities.

People from all diverse backgrounds are strongly encouraged to apply.

To apply: Please send a cover letter and resume, both as PDFs, to careers@summitlearning.org. Please include the role you are applying for in the subject line.