

**Summary:** Through a new out-of-school-time tutoring initiative with Charlotte-Mecklenburg Schools, Heart Math Tutoring has the opportunity to provide small group tutoring to 60-90 students for 3 hours per week (80+ hours/year) at a designated elementary school site after school during the 2022/23 school year. We are looking for an Operations Coordinator to support the Director in implementing and refining the program to help students in grades 3-5 reach grade-level proficiency through small group tutoring and to grow the program to additional sites in future years.

The Heart 3-5 program is different from but highly complementary to Heart Math Tutoring's core model, which delivers 1:1 tutoring during the school day focused on K-2 standards. Both programs further HMT's mission of ensuring all students develop the strong foundation in math and enthusiasm for academics needed for long-term success. When combined, the programs have the potential to ensure all students arrive at middle school ready for grade-level work, complete Math I by 8<sup>th</sup> grade, experience high school success, and have expanded post-secondary and career options. The program is fully funded during the 2022/23 and 2023/24 school years and will leverage results and learnings from the first two years to continue thereafter.

**Key Responsibilities:** The Operations Coordinator will report to HMT's Out of School Time (OST) Director and will help oversee logistics of the afterschool setting including communication with vendors, coordination with CMS transportation, supporting HR needs of part-time employed tutors, and management of technology. Day-to-day responsibilities will include:

- Assisting in the management of student enrollment, communicating with families, and family engagement plans.
- Coordinating transportation with Charlotte Mecklenburg Schools
- Coordinating of space and time logistics with school staff
- Orchestrating a 20-minute snack period between the final bell and the start of tutoring
- Performing select HR and IT administration tasks related to ensuring 20-30 part-time employees have working technology, an understanding of how to use the technology, needed materials (online and paper), and payroll
- Procuring and managing program materials such as curriculum, technology, manipulatives, student enrollment, and progress monitoring data
- Completing attendance reports, invoicing and compliance items related to HMT's contract with CMS.

### **Desired Skills and Background**

A person who will be successful in the role of Operations Coordinator will likely have all or most of the skills/background below, which are listed in order of importance.

- Strong belief that all students can learn and have the potential to perform at or above grade level
- Strong communication and relationship-building skills
- Strong organizational skills and attention to detail
- Strong management of schedules and logistics
- Willingness to take initiative and be a problem-solver
- Computer skills and/or ability/willingness to learn programs including but not limited to Word, Excel, email and contact management, file sharing systems (Dropbox and Google Drive), Jamboard, videoconferencing platforms (Zoom or Google Meets), Clasdojo (or other school communication format)
- Experience working with low-income population
- Desire to work with elementary-aged students

**To Apply:** Submit the following documents to [jordan.porfilio@heartmathtutoring.org](mailto:jordan.porfilio@heartmathtutoring.org).

- Resume – standard format including education, work, and volunteer experience
- Cover letter – standard, 1-page format explaining your interest in the role and why you believe you are a good fit.

When submitting, use the subject line, “Operations Coordinator—Heart 3-5”, and address correspondence to Jordan Porfilio.

**Compensation:** This is a 10-month fulltime position “exempt” from overtime rules with a starting salary of \$40,000, less applicable withholdings. HMT currently offers company-based healthcare, dental and vision, life insurance, and short-term disability. A company-sponsored 401K retirement plan begins following 1 year of employment.

**Hiring Timeline:** Interviews and decisions will be made starting in July 2022. The position begins August 1st, 2022.

**Commitment to Diversity:** We believe that our differences make our team stronger, and we also know that our students benefit from working with adults from all backgrounds. The team at Heart Math Tutoring is specifically committed to supporting racial equity, both internally and externally, and is in the midst of several trainings and initiatives focused on supporting an inclusive work environment and providing culturally competent support to our students, >90% of whom are people of color. As an equal opportunity employer, Heart Math Tutoring is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law. Visit [www.heartmathtutoring.org](http://www.heartmathtutoring.org) for more information.