



PROGRAM ASSISTANT, EVENTS

ORGANIZATIONAL OVERVIEW

CityBridge Education is a Washington, D.C.-based nonprofit whose mission is to advance equity and opportunity for all children. We do that by reimagining public education—bringing to market the next generation of innovative public schools, starting right here in the nation’s capital. Our team begins by identifying the talented leaders capable of working at the innovative edge of what’s needed and possible in public education. We find that talent, help develop their new models, and then incubate each school’s founders through the launch of a brand new public school in D.C.

To support our work as the incubator for innovative D.C. public schools and to ensure its lasting success in our city, we use content and frequent convenings to build an engaged, informed network of the city’s business, philanthropic, and civic leadership. We bring important education content to our community of stewards with the goal of equipping them with the knowledge and support they need to be advocates for continued, sustained progress in D.C.’s schools.

POSITION SUMMARY

The Program Assistant, Events serves as the events engine for the entire CityBridge enterprise. Supporting and managing high-quality, high-touch events for a variety of stakeholders—including school founders and educators; leaders from the D.C. philanthropic, business, and civic communities; and current and potential CityBridge funders—the Program Assistant will run point on the planning, operations, and event execution required to create powerful learning and engagement experiences for CityBridge’s diverse audiences.

The Program Assistant role offers significant opportunities to learn about innovation in public education, excellence in event planning and management, and being part of a growing nonprofit. The position reports to the Senior Director of Stewardship & Network Engagement, but works across all teams.

PRIMARY RESPONSIBILITIES

- **Stewardship events:** Stewardship is rooted in bringing excellent content—about our work and our schools, as well as broader issues relevant to education, poverty, and race and equity—to our network. **Manage planning and execution for a wide range of events designed to share compelling content with leaders in D.C.’s philanthropic, business, and civic sectors. Typical events include school tours, book discussions, speaker series, presentations, film screenings.**

- **Development events:** The Development team is tasked with an ambitious annual fundraising goal. **Support an events strategy that creates a cohort experience for CityBridge investors; help operationalize potential direct fundraising events.**
- **School Launch & Incubation events:** Once entrepreneurs are selected into the CityBridge portfolio, the School Launch & Incubation team provides tailored, technical supports to help them research and develop their new models and, ultimately, launch an intentionally equitable, brand new public school. **Support operations of: workshops for CityBridge’s cohort of school founders; design thinking- and equity-focused events to foster connections and share content with the larger D.C. education community; recruitment events hosted by CityBridge’s schools.**
- **Portfolio Development events:** Responsible for building our talent pipeline, this team recruits education entrepreneurs with the relentlessness, creativity, and acumen needed to build innovative schools to a high standard of excellence. **Support event planning of CityBridge local and non-local conference presentations, receptions, and workshops as part of new national recruitment strategy.**

QUALIFICATIONS AND SKILLS

- Enthusiasm for—and demonstrated proficiency in—event planning and execution, logistics management
- Highly organized and detail-oriented
- Demonstrated project management skills
- Superior written and oral communication skills
- Action-oriented, entrepreneurial, and self-directed
- Thrives in fast-paced environment, juggling multiple projects at one time
- Ability to manage up to senior staff to ensure projects move forward
- Interest in urban education, school startup and innovation, and equity
- Bachelor’s Degree required

BENEFITS AND SALARY

Salary for this position is competitive, and a comprehensive benefits package is included.

APPLY

Interested candidates should submit a resume and cover letter to Jen Davis at jdavis@citybridge.org. Applications will be accepted on a rolling basis, and we hope to bring on this new team member in late summer or early fall, 2018.

CityBridge Education is an Equal Opportunity Employer.