



OPERATIONS COORDINATOR



Teach
FOR ROMANIA

www.teachforromania.ro



About Us

Teach for Romania is a non-governmental organization, that envisions life opportunities through excellent education for every child in Romania, irrespective of his or her social and economic background.

Our mission is to recruit, train and support the most ambitious young people in Romania to become inspiring teachers and transformational leaders of the educational system.

Our organization adopts a proven international model developed successfully across 36 countries for more than 20 years. For more information, visit: <http://teachforromania.org/>.





Scope of Role

The vision of the **Operations department** is to offer excellent experiences for the staff, the teachers, the children, the alumni, the partners and the suppliers.

The department handles the **administrative part**, logistics support for internal events (teachers's preparation conference, recruitment events, Leadership Summer Academy) and **project management** for the projects which involve the entire organization.

The Operations team is driven by the desire to create and execute **efficient systems** that enable teachers and staff to concentrate on students and instructional responsibilities.



Responsibilities

Logistics and Project Management:

- Take part in the planning of meetings and contribute to the organization's events and projects;
- Keep in touch with associated partners and suppliers of required products and services (accommodation, transportation, etc.) for events and projects;
- Identify, contact and contract new locations for events, agencies of marketing materials, catering suppliers, in accordance with the needs and within the budget;
- Maintain communication with participants before and during the event as well as trainers and facilitators for logistics;
- Coordinate volunteers to cover the support necessary for the daily running of conferences and events;
- Handle special projects for internal development and team buildings;
- Contribute to the satisfaction surveys and any other project reports.

Administrative:

- Handle administrative parts, like: the management and maintenance of Teach for Romania car fleet, IT technology and telecommunication, the office maintenance.



Skills required

- Ability to work effectively in a fast-paced, deadline-driven environment, and to juggle several projects at once with a spirit of flexibility and positive outlook, flexibility of last minute changes;
- Strong tech skills, including knowledge of Microsoft Office Suite, particularly Microsoft Excel;
- Great organizing skills; a critical, creative and solution oriented thinking;
- Ability to build internal and external relationships and networks in order to achieve results;
- A keen observer and people-oriented person;
- Able to demonstrate flexibility and comfort in interacting with different groups of people;
- Ability to set-up and break-down items during events;
- Ability to work evening and early morning hours if required, also some weekend hours if required for conferences and events;
- Ability to live on-site 2-6 weeks during the Leadership Summer Academy 2017.



Mindset required

- Strong abilities to adapt and succeed in a frequently changing environment;
- Strong customer service ethic;
- Belief that operations support is critical to the success of each department and event;
- Open to learnings from both accomplishments and less-successful experiences by reflecting and proactively seeking feedback;
- Behave accordingly to each of Teach For Romania's values.

Experience required

- Bachelor's degree;
- 1-2 years professional experience (or relevant volunteering experience) is preferred;
- Driving license with one year of experience is preferred;
- Have previous experience in implementing projects or events and administrative issues.



Application details

- This is a full-time, paid position in Bucharest.
- Expected starting date: 3rd of October 2016.
- The selection process will be conducted until the 16th of September and will consist in:
 - Screening according to CV and cover letter
 - Interviews with the HR department and Director of Operations
 - Final interviews with the CEO

Submit your application (CV and motivation letter) until the 12th of September to georgiana.curea@teachforromania.ro.