

Position Announcement

Position Title: Project Assistant, *Prepared To Teach*

Status: Full-time

Location: New Mexico and virtual

# Who We Are

*Prepared To Teach* exists to shift the preparation ecosystem so that every aspiring teacher can graduate from a high-quality residency. We see paid residencies as a lever for equity—both as a door of opportunity to enter the profession and for students who have not had consistent access to well-prepared teachers.

The project is fiscally sponsored by Rockefeller Philanthropy Advisors (RPA), a nonprofit organization that accelerates philanthropy in pursuit of a just world. RPA serves as a fiscal sponsor for more than 110 projects, providing governance, management and operational infrastructure including hiring and benefits for sponsored project personnel.

Whom We Seek

We seek an individual who shares our norms and values:

* We are committed to fostering a workplace that centers equity.
* We believe collaboration is at the heart of our culture.
* We embrace continuous learning.
* We approach all aspects of the work with a growth mindset.
* We strive to set and deliver on plans and tasks to meet our goals and positively impact our team, our partners, and the field at large.

About the Position

The Project Assistant will be a key partner in our work with the New Mexico Public Education Department’s NM Residencies grant, a five-year, $8,000,000 federal award supporting New Mexico’s statewide initiative to provide aspiring teachers with a year of co-teaching alongside an accomplished mentor teacher as part of their pre-service preparation program. NM Residencies has three primary goals:

* Strengthen the teacher recruitment and selection processes to attract, prepare and retain a strong teaching force that reflects the state’s student population
* Build consistency across residencies to ensure equitable access to well-prepared teachers
* Create sustainable funding streams with competitive wages so paid residencies can grow and become the norm in New Mexico

Primary Responsibilities

* Work closely with the project team to support progress towards grant goals
* Coordinate logistics for the grant
* Coordinate travel arrangements and process travel reimbursements
* Coordinate planning for events
* Develop and maintain communications systems for the network
* Work closely with the project team to schedule, plan, and develop content for meetings
* Develop and maintain a participant recordkeeping system
* Support materials development
* Manage, archive, and disseminate resources and materials

# Desired Qualifications

* Bachelor’s degree
* Strong organization and project management skills
* Strong grounding in/experience with diversity, including a commitment to equity
* Ability to multi-task, comfortably switch gears, and prioritize workload independently
* Strong verbal and written communication skills
* Facility with technology, including Office, Google Suite, and learning new platforms
* Ability to work effectively as part of a team, with personnel at all levels of the organization, and with external stakeholders
* Excitement about being part of a statewide effort to transform teacher preparation in the service of students, teachers, their families, and a democratic society

# Travel and Workspace Requirements

* Willingness to travel within New Mexico
* Ability to work from home in a consistent, productive way
* Ability to use multi-factor authentication on a personal devise to log into team systems

# Compensation & Benefits

The position is salaried, and the pay range is $50,000 to $60,000 per year.  The range listed is one component of the total compensation package for employees.

Rockefeller Philanthropy Advisors offers a competitive compensation and benefits package including health coverage, retirement benefits, paid sick leave, vacation and holidays, tuition reimbursement and access to professional development resources.

RPA is an equal opportunity employer.

# Application Process

Applications will be reviewed as received. To be considered, all applications must include your resume and a cover letter describing your interest and qualifications. Successful candidates will exhibit a combination of skills and personal attributes, including strong communication skills, flexibility, leadership, persistence, attention to detail, and a focus on possibilities. Cover letters should address these domains in addition to the job responsibilities. Email complete applications to [preparedtoteach@preparedtoteach.org](mailto:preparedtoteach@preparedtoteach.org), using “Project Assistant Application for [Your Name]” as the subject line. The position will remain open until filled.

*The contents of this document were partly developed under a grant from the U.S. Department of Education, Education Innovation and Research (EIR) Program. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the federal government. Total project costs over the 5-year grant period, including stipends for more than 2200 residents, are estimated at $68,525,450. Federal funding of $7,772,426 will cover 13% of these total costs; the remaining 87% of costs totaling $60,753,024 are anticipated to be covered through state and local dollars.*