



POSITION: Operations Coordinator, New England

ABOUT THE ORGANIZATION:

Let's Get Ready is an innovative, growing nonprofit that provides high school students from communities historically underrepresented or denied access to college with free SAT preparation, admissions counseling, and other support services needed to gain admission to and graduate from college. In collaboration with colleges, high schools, and community organizations, we have grown to serve approximately 15,000 high school and college students annually through more than 80 programs from Philadelphia to Maine. With a \$4 million budget and a staff of 30, Let's Get Ready operates out of its headquarters in NYC and a regional office in Boston. We plan to significantly increase the number of students served over the next three years; we are simultaneously focused on increasing the revenue and awareness necessary to support this future growth.

We use a unique near-peer model that is proven to connect with students from low-income and first-generation college-going backgrounds. Let's Get Ready engages and trains college student volunteer Coaches to deliver services. Some Coaches are from the communities we serve; all have recently gone through the college admission, financial aid, and matriculation process. From this vantage point, they can connect with high school students and impact them deeply, offering encouragement, inspiration, and guidance that delivers tremendous results. We then support their transition and ultimate success, leveraging the near-peer model throughout the college experience by pairing students with more senior college students who can help them adjust, adapt, and succeed through to graduation. Our students are extraordinarily successful, graduating at five times the national average for students from low-income backgrounds.

For more information, visit www.letsgetready.org

ABOUT THE POSITION:

Reporting to the New England Program Director, and working closely with the Access and Success teams, the Operations Coordinator works to support the day-to-day management of program planning and execution. This is an exciting entry-level opportunity for someone interested in operations and passionate about college access and success.

Regional Systems Coordination

- Support all regional Access student enrollment processes
- Lead and monitor operational site launch for Access and Success programs
- Support all regional Access sites during the close-out process at the end of each semester
- Support Site Director and Coach onboarding regional logistics for both the Access and Success programs, ensuring strong communication with all stakeholders
- Centralize and implement Access strategies to deepen student connection to LGR over the continuum of services
- Monitor progress toward vital data milestones, communicating progress towards team goals with Program Managers and flagging areas of concern for program leadership during key operational moments including but not limited to Access and Success survey completion, credit card budgets, and Salesforce processes.
- Oversee collection and reporting of evaluation data for assigned programs
- Provide in-person support for operational processes at high-need site locations

Event Planning & Facilitation

- Support student recruitment for Executive Tours and lead other program events as necessary
- Coordinate logistics for program events such as College Launch Day and Transition Day
- Support Access Intro Sessions and Celebrations including materials ordering and prep, leading Transition engagement efforts and attending to support Site Directors, as needed
- Support Coach and Site Director training, including facilitation and logistics coordination

- Manage per student enrollment processes, including partner communication, Salesforce monitoring and reporting and collaboration with Program Managers
- Communicate with finance contacts at partners sites to ensure timely invoice completion
- Support the distribution of tailored data reports to share with program partners
- Schedule partnership meetings and support meeting materials preparation including MOU preparation and execution

CANDIDATE REQUIREMENTS:

The ideal candidate will possess the following qualifications:

- A genuine passion for, knowledge of, and commitment to LGR’s mission
- Belief that a diverse, equitable, and inclusive environment will produce the greatest impact for LGR’s students; demonstrated ability to build respectful, productive relationships with team members and communities of diverse backgrounds and viewpoints
- Demonstrates a solutions-oriented approach, an enthusiastic response to challenges and flexibility and adaptability in a changing organization
- Must be organized and have strong coordination and communication skills
- Exceptional attention to detail
- Ability to work independently and take initiative; persistence and excellent follow through
- Team player with ability to collaborate effectively with colleagues in other locations
- Passion to build relationships with internal and external collaborators
- Proficiency in Microsoft Office (Excel, PowerPoint, Word)
- Experience with Salesforce is a plus
- Bachelor’s degree required

LOCATION:

Boston

COMPENSATION AND BENEFITS:

Salary and benefits will be competitive and commensurate with experience.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

Please send resume and cover letter to careers@letsgetready.org, noting “New England Operations Coordinator” in the subject line. Please include your preferred gender pronouns and tell us how you learned about this role.

Let’s Get Ready is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We especially encourage applications from candidates who represent the communities we serve.