



**Thurgood Marshall Academy Public Charter High School  
Position Announcement: Operations Associate & Athletics Coordinator  
Washington, DC**

Thurgood Marshall Academy in Washington, DC, seeks a highly-motivated Operations Associate to join its Operations department as a full-time, year-round employee. The incumbent will be responsible for operations assistance and will serve as the school's liaison for the Savoy & Thurgood Marshall Academy Sports & Learning Center.

**SCHOOL OVERVIEW**

Thurgood Marshall Academy is a public, law-themed charter school in the District of Columbia that prepares an enrollment of roughly 400 students in grades 9-12 to succeed in college and to actively engage in our democratic society. Applicants can learn more about Thurgood Marshall Academy by visiting the school's website: [www.thurgoodmarshallacademy.org](http://www.thurgoodmarshallacademy.org).

**DUTIES AND RESPONSIBILITIES**

The incumbent will report to the Assistant Director of Operations ("ADO") and serve as a key point-of-contact in support of school operations; specific duties will fall into a number of areas:

- *Clerical & business operations duties* such as:
  - Serve as the main school-wide point-of-contact for supply orders, inventory, and other procurement support
  - Gather HR and compliance documents from employees
  - Sort and distribute mail and faxes;
  - Filing, including scanning, storing, filing, and retrieving documents and data;
  - Support accounts-payable work;
  - Oversee copiers and other office equipment;
  - Stock the break room;
  - Serve as an assistant on special projects—work closely with the Chief Operating Officer and Executive Director on projects that require effective writing, research, and project management;
  - Provide administrative coverage when the ADO is on leave or unavailable.
- *Athletic Coordinator*
  - Serve as the athletic center's primary point-of-contact for Thurgood Marshall Academy and Savoy faculty and staff;

- Work closely with Thurgood Marshall Academy and Savoy building engineering staff and cleaners to ensure the smooth operation of the facility;
- Schedule and provide on-site support at Thurgood Marshall Academy sponsored events, assisting with event setup and breakdown;
- Following guidance from the Athletics Director and in consultation with the Assistant Director of Operations (to avoid any conflicts with Operations Associate duties), provide support for the Athletics Program.
- Serve as the Athletics Study Hall Monitor, including taking and reporting attendance, supervision of daily study hall;
- Engage with faculty to support athletes' academic eligibility and success;
- Secure permits for off-site athletic facilities;
- Schedule buses for games and other athletics events;
- Other Duties
  - All on-site faculty and staff take on some student supervision work; the Operations Associate may be one of several lunch-room monitors or the like;
  - Assumes other appropriate duties and responsibilities as requested.

## **QUALIFICATIONS**

- Bachelor's degree preferred
- Two to four years' full-time experience working in a professional office environment.
- Experience in a school, youth-center, or educational setting is preferred.
- Computer skills - Must be able to navigate and learn an assortment of software platforms.
- Effective and professional written and verbal communications skills.
- Experience in scheduling, working with contractors, and/or overseeing complex logistical tasks
- Detail-oriented, highly organized self-starter with the ability to work independently.
- Discretion and ability to work with confidential materials, such as personnel files.
- Collegial, team-oriented working style and the ability to work well with teenagers.
- Must be able to lift up to 50 pounds; this position requires moderate physical activity such as moving gym equipment and event set up.
- Ability and willingness to undertake evening/weekend work and occasional local travel.

All employees are subject to the successful completion of a background check; employees must also provide upon request other documentation of eligibility for employment, including but not limited to TB test results and verification of credentials.

## **COMPENSATION**

Thurgood Marshall Academy offers a competitive salary and benefits.

## **HOW TO APPLY**

Review of applicants will begin immediately and continue until the position is filled. Send cover letter and resume via email with “Operations Associate/Athletics Coordinator” in the subject line to [hiring@tmapchs.org](mailto: hiring@tmapchs.org). Please see our website for further information including our equal opportunity employment/non-discrimination statement.