



GEBG Operations Assistant

Overview of the Position:

GEBG is seeking a detail-oriented, collaborative, part-time, Operations Assistant to help us advance our mission as a non-profit in support of global education at our 360+ member schools and beyond. We seek someone who will support our remote team through a variety of operational tasks and projects.

GEBG's Operations Assistant will be responsible for the following, with collaboration and direction from the Director of Operations, and, when needed the Executive Director: promptly responding to inquiries, supporting back-end operations with enrollment and database management, membership access and support.

GEBG offers a competitive hourly salary within the field of nonprofits and schools, and the opportunity to be part of a committed and supportive team in a flexible work environment from a flexible work-from-home location. The position is a part-time position - about 15 hours per week. How you allocate your hours is flexible, however, virtual presence at least two days per week in the late morning hours (Central Time) is necessary for regular team meetings. The applicant must be able to effectively collaborate with team members currently based in the Eastern and Pacific timezones of the United States but primarily with the Director of Operations located in the Central timezone. Preference will be given to applicants that meet in person in St Louis, MO at least once a month.

About GEBG:

The Global Education Benchmark Group (GEBG) is a leading non-profit organization of K-12 schools that researches and establishes model practices in the field of global education and supports member schools to prepare students to thrive in increasingly interconnected world systems through a variety of virtual and in-person programs for educators, schools, and students.

Detailed Responsibilities of the Position:

- Manages GEBG professional learning event and program enrollment, communications, and participant data
- Develops, organizes, and implements administrative processes and systems to ensure the smooth flow of office operations.
- Assists in implementation of GEBG programs and services
- Coordinates logistics as required for internal and external meetings and events
- Coordinates an organization-wide communications calendar
- Supports educator and volunteer involvement, including coordinating event call for proposals and supporting the selection processes via committees
- Assists in membership onboarding, file maintenance, and the member resource library
- Assist with data support by managing existing records, eliminating duplicate records and correct attribute coding of records
- As appropriate, assists other team members or performs other duties as assigned

General Responsibilities in Support of GEBG's Mission:

- Represents GEBG professionally
- Attends GEBG regularly scheduled virtual meetings
- Attends GEBG Annual Conference (negotiable)
- Actively contributes to an inclusive, supportive, and collaborative work culture
- Collaborates with colleagues with integrity and transparency
- Maintains high ethical standards as outlined in non-profit and education model practices
- Is familiar with and complies with GEBG policies and procedures
- Performs other duties as assigned

Desired Education and Experience:

- Two years of experience in an administrative role involving Customer Relationship Management (CRM), membership, donor, student or communication database systems
- Bachelor's degree in related field from an accredited four-year college or university , or equivalent experience preferred
- Strong proficiency in Google Suite as well at other office software applications
- Experience working with educators and/or students/families in mission-driven work
- Experience working as member of a professional team

Desired Knowledge, Skills, and Abilities:

- Commitment to the GEBG the mission
- Knowledge of the field of global education, education, and/or non-profit sector
- Administrative experience; nonprofit experience a plus
- Detailed-oriented, highly organized, can work independently, and able to handle a variety of duties simultaneously

- Strong time-management skills with ability to prioritize, multi-task, and meet deadlines
- Computer and database skill set that includes Google suite of products or equivalent, as well as database management systems and virtual meeting platforms
- Adaptable to meet the needs of the participants and program
- Advanced set of intercultural communication skills
- Professional manner and discretion, with excellent customer service skills
- Sense of humor
- Excellent verbal and written communication skills in English
- Strong work ethic
- Ability to work well with program participants from diverse backgrounds
- Commitment to diversity, equity, and inclusion and the intersections with global education
- Ability to productively work remotely and collaborate across time zones, as GEBG has no central office
- Ability to lift up to 50 pounds

We are a growing and dynamic organization that embraces a social entrepreneurship mind-set in support of our mission. Because GEBG is a registered nonprofit organization in the United States, applicants must be eligible for work in the United States.

GEBG encourages potential applicants with identities that are often underrepresented in positions within our field to apply. GEBG does not discriminate on the basis of race, color, national or ethnic origin, religion, creed, age, gender, marital status, sexual orientation, gender identity, veteran's status, disability, or any other protected characteristic.

If this sounds like you and is of interest, please submit your résumé and a cover letter telling us why you are interested in and qualified for this position [through this form](#). Email questions to estapf@gebg.org. No phone calls please. Position open until filled.