

Job Title: Associate

Overview

We are looking to hire full and part-time Associates who are interested in supporting organizations of all kinds- schools, non-profits or corporations- to achieve excellence. Associates lend their expertise to our partners within Arizona and the US. In addition, they have the ability to foster strong relationships with partners, execute contracts successfully, and provide our partners with a high quality of service.

Core Competencies:

- Ability to think critically and strategically; is a flexible thinker and problem-solver
- Ability to make connections across complex ideas and synthesize information
- Ability to thrive in ambiguity and be a self-starter
- Possess a growth mindset
- Inquisitive and resourceful
- Excellent written, oral and presentation skills
- Strong interpersonal skills
- Ability to create rapport with clients
- Strong project management skills
- Excellent group and meeting facilitation skills
- Ability to engage adults in learning
- Ability to inspire others to take action

Responsibilities & Skills

The Associate is primarily responsible for the implementation of contracts and serving as the primary point of contact for our implementation partners, including school, non-profit and corporate organizations. Specific responsibilities will vary based on the training and coaching needs of our partners and their organizations.

General responsibilities include:

- Data analysis, reporting, and SMART goal-setting
- Conduct needs assessments, collect and evaluate data, and engage stakeholders to create scope of support that includes concrete action steps that will support the organization's growth
- Collaborate with and advise leaders on support development and implementation
- Plan, create and deliver research-based professional development sessions
- Work with leaders to ensure follow-up after professional development or coaching is completed and staff are effectively implementing
- Keep detailed logs of work to ensure support is provided, action steps are implemented, and growth is monitored
- Teaching or training adults and delivering presentations in different formats
- Strategic-planning or continuous improvement planning

Specific skills required (school-based Associate):

- Depth and breadth of knowledge in the field of K-12 education
- Experience as an effective instructional or academic coach, K-12 setting preferred
- Knowledge of Common Core Standards, particularly Arizona College and Career Ready Standards
- Knowledge of DuFour model of Professional Learning Communities (PLCs)
- Experience in lesson planning, unit planning, and year-long planning with ACCRS or Common Core Standards (can provide sample upon request)

How to apply

Please submit resume and cover letter via email to: info@lotustcg.com All documents should be in PDF format.