RIVETEDUCATION

Curriculum implementation matters. We can help.

Operations Coordinator Job Description

Rivet Education seeks an Operations Coordinator to keep our team organized and our day-to-day operations running smoothly. You will coordinate meetings, events, administrative processes, and practical details that help our team serve educators nationwide.

Type: Part-time employee; 20 hours per week to start

Location: Primarily remote; greater Baton Rouge area preferred. Local errands 1–2 times per month.

Schedule: 20 hours per week, generally across four or five weekdays. Schedule agreed upon at hiring, with work blocks during Central Time business hours.

Travel: Annual team retreat and potentially one additional meeting each year

Reports to: Co-founder Litsy Witkowski, working closely with both co-founders

Compensation: Salary range: $28,000–$31,000 for a half-time position based on relevant skills and experience.

Benefits: Unlimited paid time off for vacation, illness, and personal needs, consistent with Rivet's policy. This position is eligible for medical, dental, and vision benefits and 401k.[1]

Work Expenses: Company-provided laptop and approved software; reimbursement of approved business travel, local mileage, and supplies.

Anticipated Start Date: ASAP

Who We Are

Rivet Education believes high-quality instructional materials and curriculum-based professional learning lead to strong teaching and learning. We provide practical guidance, tools, and connections

[1] 401k benefit subject to a 6-month waiting period

that help educators use instructional materials effectively and equitably so that students get the educational opportunities they want and deserve.

Our work is driven by an unwavering commitment to students and teachers, equity, quality, kindness, and joy. You do not need a background in education to contribute to this mission; strong administrative support helps our team deliver on it.

Role Responsibilities

As Rivet's Operations Coordinator, you'll keep daily office operations organized, responsive, and on track. You'll coordinate schedules, support financial and administrative processes, and help teams, clients, and vendors stay connected. Your impact: By keeping schedules, records, and communications accurate, you help colleagues work efficiently, and clients receive timely support.

Meetings and Team Coordination

- Schedule internal and external meetings; maintain invitations, prepare agendas from team input, organize materials, send reminders, and document next steps.
- Maintain goal and action trackers, collect updates, and flag missing information or upcoming deadlines.
- Coordinate recurring team routines, including meetings, birthdays, anniversaries, and holiday gifts.

Events and Travel

- Coordinate logistics for retreats, conferences, client convenings, and site visits, including scheduling, lodging, meals, materials, participant information, and follow-up.
- Order, prepare, and ship materials and supplies.
- Support staff and consultant travel arrangements.

Administrative Systems and Records

- Maintain organized files, templates, contact lists, and administrative trackers.
- Coordinate contract paperwork and signatures, collect required documents, and help route and track invoices.
- Coordinate onboarding and offboarding checklists, schedules, materials, and platform access; work with our finance and people partner on limited administrative details.
- Maintain subscription records and coordinate account access, renewals, and updates to payment information.
- Handle occasional local errands, including post office visits, printing, and supply pickup.

Process Improvement and Information Support

- Document recurring procedures and use approved AI tools and other technology to streamline tasks, while checking accuracy and protecting confidential information.
- Administer team surveys, organize responses, and occasionally prepare basic summaries using approved tools and confidentiality practices.
- Provide other administrative support consistent with the role and agreed working hours.

Qualifications and Skills

Experience coordinating meetings or events, maintaining administrative systems, or supporting a small team is required. A college degree is not required. Familiarity with K–12 education is preferred but not required. We place the greatest emphasis on organization, dependability, sound judgment, and follow-through.

- Organize multiple tasks, keep accurate records, and meet deadlines with minimal prompting.
- Notice missing details, ask useful questions, and resolve routine problems while recognizing when to seek guidance.
- Communicate clearly and respectfully in writing and conversation, including when following up with busy colleagues and partners.
- Use shared calendars, documents, spreadsheets (primarily Google Suite), and online meeting tools (primarily Zoom) comfortably, and learn new systems.
- Handle confidential employee, client, and business information with care.
- Work independently in a remote setting, communicate availability, and flag competing priorities early.
- Contribute to and act in alignment with Rivet's mission and Core Values.

Commitment to Diversity

Rivet Education is an equal opportunity employer. We welcome applicants of all races, ages, gender identities, sexual orientations, religions, national origins, disability statuses, military statuses, and family backgrounds. Please let us know if you need a reasonable accommodation during the application or interview process.

How to Apply

Please apply through this form. For questions or accommodation requests, contact litsy.witkowski@riveteducation.org.