



The Mind Trust
Transformative education. Rooted in equity.

1630 N Meridian Street, Suite 450
Indianapolis, IN 46202
317.822.8102

Job Description: Manager of School Support and Summer Programming

Organizational Overview

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. The Mind Trust does this by building a supportive environment for schools through policy and community engagement, empowering talented, diverse educators to launch new schools, and providing existing schools with the support they need to hire and retain world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 51 schools, 15 education nonprofit organizations, and has helped place more than 1,800 teachers and school leaders in Indianapolis classrooms.

About The Mind Trust

We are a high-impact, fast-paced organization that emphasizes a results-oriented culture. Our team is highly collaborative and we take pride in offering a flexible work environment. The Mind Trust is committed to diversity, equity, and inclusion (DEI) in all we do to ensure present and future educational success for all students in Indianapolis. Upholding these principles is critical for our staff, Fellows, community stakeholders, and partners to spark radical systemic change. We recognize the past and continued existence of institutional racism, discrimination, privilege, and oppression in our education system and society at-large, in particular its adverse effects on our students of color.

The Mind Trust's Talent Philosophy

At The Mind Trust, **value-driven, and mission-aligned, high-capacity** team members **collaborate** and **innovate** to achieve transformative education outcomes. We cultivate a **diverse and inclusive culture** where team members bring their **whole selves** to work and where we demonstrate **care for one another**. We are **self-driven leaders** who operate with a high degree of **autonomy**. We invest in **development**, encouraging and expecting **continuous reflection, learning, and growth**—all driven by a strong sense of **innovation** and **curiosity**.

Position Overview

The Manager of School Support and Summer Programming reports to the Director of School Support and Out-of-School Time Programming and will support Indianapolis summer programming by providing key executive assistant functions. The Manager will plan all events related to Indy Summer Learning Labs (ISLL) in partnership with the Director, including but not limited to travel coordination, ISLL events, speaking engagements, scheduling meetings, coordinating calendars, and managing phone calls and relationships with ISLL vendors and partners. The Manager will also play a critical role in data collection and entry, and the distribution of materials, ensuring ISLL continues to provide high-quality, scalable summer programming to students across Indianapolis.



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Position Characteristics

- Maintain a coachable and adaptable mentality
- Execute on a vision with attention to detail
- Communicate clearly with all internal and external stakeholders
- Organize and manage data from multiple sources
- Dedication to diversity, equity and inclusion
- Being nimble as it relates to the management of complex projects
- Coordinate multiple high impact projects and calendars
- Share and execute projects consistently with excellence
- Demonstrate strong technical skills and familiarity with a variety of electronic platforms
- Take initiative and pitch in as needed on any and all tasks
- Excellent team player and enthusiasm for working in a collaborative environment

Position Responsibilities

- Support in the planning, organizing, and managing of ISLL special events, including professional development (PD) training sessions, panels, and conferences, and ensuring meaningful engagement for educators and stakeholders.
- Coordinate travel logistics and program observations for the ISLL team and community partners, ensuring seamless arrangements and valuable on-site experiences.
- Support data collection, entry and analysis to inform program improvements, manage vendor relationships, and drive statewide expansion efforts.
- Contribute to the internal planning and execution of ISLL and related local and statewide summer programming initiatives, ensuring alignment with strategic goals and objectives.
- Manage and regularly update the ISLL webpage and communication portals to ensure that all stakeholders have access to the latest program information, resources, and updates.
- Assist in the vetting and adoption of high-quality summer programming resources and extensions, evaluating potential partnerships to enrich the student experience.
- Schedule, track, and actively contribute to all internal and external meetings related to ISLL programming.
- Support in the distribution of materials to sites and manage inventory, ensuring that all teachers and students are equipped with the necessary resources for summer learning.
- Provide technical assistance to sites, offering guidance and support to ensure successful implementation of ISLL programs.
- Adapt to the schools team's priorities as needs shift throughout different times of the year.
- Other duties as assigned by the Senior Vice President of Schools and the Director of School Support and Out of School Time Programming



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Qualifications

- Bachelor's degree
- Minimum of three to five years professional experience
- Sharp attention to detail and strong organizational and technical skills
- Strong experience and skills with creating and updating spreadsheets and data platforms
- Commitment to and enthusiasm for The Mind Trust's mission and Core Values.

Compensation

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental and vision insurance, a 403b retirement plan, and paid time off.

FLSA Classification and Employment Type

Exempt, Full Time

Salary Range

\$59,000 - \$68,000

Physical Demands and Work Environment

Work is performed in an office environment and at school and/or community sites. The responsibilities require the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry parcels, packages, boxes and other items up to 25 lbs; walk short distances; have a valid driver's license and be able to drive a vehicle to deliver and pick up materials and visit school and/or community sites.

Equal Employment Opportunity Employer

The Mind Trust is committed to equal-employment principles and complies with all applicable federal, state and local equal employment opportunity laws and regulations. The terms and conditions of the employment relationship with all worksite employees are to be non-discriminatory—without regard to age, race, physical characteristics historically associated with race, color, national origin or immigration status, citizenship, work authorization status or the period of such a status, ancestry, sex, gender, reproductive health decision making, gender identity or expression, sexual orientation, religious creed, physical or mental disability, medical condition, genetic information, HIV testing status, status as a victim of a crime of violence, marital status, familial status, veteran status, military status, or any other protected category or class that may be applicable to a candidate or employee.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

To Apply

Submit cover letter and resume to: Jazmin Sanders, Director of School Support and Out of School Time Programming, at jsanders@themindtrust.org.