



# OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

<b>JOB TITLE</b>	<b>Phone Banker Associate</b>
<b>REPORTS TO</b>	Patrick Messac
<b>TIMELINE</b>	<ul style="list-style-type: none"><li>• Applications accepted starting <b>November 19, 2021</b></li><li>• Hiring <i>immediately</i>, position open until filled.</li></ul>
<b>JOB DETAILS</b>	<ul style="list-style-type: none"><li>• Part Time, Temporary, Hourly, Non-Exempt.</li><li>• 29 hours per week</li><li>• Multiple shifts available: Timeline A: Weekdays 9 am - 5pm Timeline B: Evenings (4 pm - 7:30 pm) and Weekends only</li><li>• Length of position: 4-8 weeks</li><li>• Desired Start Date: 12/2/2021</li></ul>
<b>COMPENSATION</b>	<ul style="list-style-type: none"><li>• The hourly rate for this position is <b>\$20/hr - \$22/hr</b></li></ul>
<b>INSTRUCTIONS</b>	<p><b>Please read the following in order to avoid application delays:</b></p> <ul style="list-style-type: none"><li>• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.</li><li>• Unfortunately, the volume of applications will prevent us from responding to all applications received.</li><li>• Please do not send your application directly through email. Apply for the role at the following link: <a href="https://oaklandedfund.tfaforms.net/4767253">https://oaklandedfund.tfaforms.net/4767253</a></li></ul>

## **About #Oakland Undivided:**

The #OaklandUndivided campaign is a partnership between Oakland Mayor Libby Schaaf's Office of Education, Oakland Promise, Oakland Public Education Fund, Oakland Unified School District, and Tech Exchange. Our mission is to ensure every Oakland public school student has access to a computer, Internet connection, and technology support.

## **WORK LIFE AT THE ED FUND:**

- Ability to work from home;

- Great mentorship and opportunities for both personal development and professional growth;
- Flexible work schedule;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

**Purpose and About the Position:**

Assist with launch of phone campaign to collect information needed from families in the Oakland Unified School District (OUSD) area to determine what tech equipment is needed

**Duties & Responsibilities:**

- Reach out to families in Oakland Unified School District to complete the tech check survey on their behalf (list of families will be provided)
- Conduct outbound calls to families to conduct survey questions, identify what tech equipment families have current and what equipment they are in need of
- Receive incoming calls from families following up regarding survey and answer general questions
- Direct families experiencing tech support needs to external resources
- Families who complete the survey and are in need, may qualify to receive a free laptop from a citywide initiative
- Conduct on average number of 8-12 calls per hour

**Desired Qualifications:**

- Desired Qualifications:
- Bilingual Spanish/English
- Reliable Wifi
- Has empathy and patience, strong communicator, family-oriented, and an independent worker
- Basic to intermediate computer skills

**EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:**

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members

of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.