

Job Title	Operations Coordinator, BrainFutures
Reports To	Project Director, BrainFutures

About BrainFutures

BrainFutures is a national nonprofit dedicated to improving human outcomes by assessing and advancing the practical applications of new scientific understanding of the brain. By providing objective evidence-based information about what works and clearing policy and practice pathways, we aim to maximize human potential and ameliorate pressing social challenges. Recent projects include a guide to youth executive function interventions and a series of issue briefs on psychedelic-assisted therapy.

Job Purpose

The Operations Coordinator is an essential team member responsible for supporting BrainFutures' youth executive function program in Howard County, Maryland. This state-funded project will implement [ACTIVATE](#), an evidence-based, digital executive cognitive function enhancement program in out-of-school time for students at Title 1 elementary and middle schools. The Operations Coordinator will report to the Project Director and support day-to-day program operations, including administrative support, supply purchase and distribution, document development, and logistics.

Duties and Responsibilities

- Provide logistical support to BrainFutures' Howard County Youth Executive Function program
 - Purchase, sort, and deliver program supplies to participating schools
 - Manage program incentives, including coordination with BrainFutures and HCPSS staff to track incentive needs.
 - Schedule and coordinate virtual and on-site meetings as needed
- Facilitate core administrative functions
 - Support training and onboarding needs of new staff as applicable
 - Write, edit, and format program-related documents.
 - Act as a liaison between BrainFutures and school-based staff to ensure seamless program operations.
 - Other duties as assigned

Qualifications

- Located in Howard County, MD with access to reliable transportation.
- Detail-oriented, well-organized, and able to work in a fast-paced work environment with remote and on-site tasks
- Ability to operate independently and meet deadlines with both remote and on-site work.
- Adept at using software including Microsoft Office suite, Zoom, and Google Workspace
- Clear oral and written communication skills
- Strong interpersonal skills

- Experience with graphic design using Canva or similar programs preferred.
- Experience with the Howard County Public School System as a professional, volunteer, or parent preferred.
- Must submit to a background check.

Position Classification

Part-time, non-exempt, and no benefits and up to 20 hours per week.

General Conditions

- Availability during the school day for school-based supply deliveries (8:00am-3:30pm)
- Hours will vary in number and distribution week by week; flexibility is important
- Combination of remote computer work and on-site physical work
- Reliable transportation to ensure punctuality and accessibility to various work locations. Along with a valid driver's license and active automobile coverage.
- Must be able to lift-up to 25 pounds at times
- Eligible for mileage reimbursement.

Location

Within Howard County, Maryland.

How to Apply

Send a cover letter noting your interest and resume to jobs@mhamd.org