



The Massachusetts School of
Science, Creativity and Leadership

Operations Coordinator/Manager

Acera is a joyful community- students engage with a sense of purpose in a program built around their needs and questions, without boundaries. The program is hands-on and STEAM-rich. Be on point to respond to the needs that come up day-to-day - facilities, HR, database, business and office coordination and tasks, connect with vendors on projects, support events, respond to requests and needs to help our students be safe and teachers have the tools they need to run a great program. Assure that operations run smoothly across our small, busy school. Are you a highly adaptable, responsive problem solver with an optimistic outlook? Send us your resume, cover letter, and salary expectations. [hiring@aceraschool.org](mailto: hiring@aceraschool.org)