



Operations and Projects Specialist

Start Date: ASAP

Location: Flexible within the United States

Reports to: President

Role type: Temporary full-time (40 hours per week, six-month contract)

The Opportunity

At Bright Morning, we have the incredible honor of providing world-class professional development to individuals and teams worldwide. We partner with schools and organizations to interrupt inequities, build resilient communities, and create conditions that enable everyone to thrive.

We are seeking a **temporary, full-time Operations and Projects Specialist** to provide immediate, high-impact support across our launches, workshops, and learning experiences. This is a six-month contract role, with the possibility of transitioning into a permanent, full-time position.

The ideal candidate possesses strong project management experience, exceptional attention to detail, and excellent editing and quality control skills. You are skilled at reviewing, refining, and preparing content for publication across platforms, and you are tech-savvy with an aptitude for learning new tools and systems to support smooth execution.

Your Team

You'll work alongside a small but mighty team that rolls up their sleeves to get the work done while centering the humanity of each individual along the way. We operate in ways you've likely experienced before, like weekly check-ins and coordinated project plans. And we operate in ways you might not have experienced before, like processing and revealing our feelings, having unflinchingly candid conversations, and teaching each other [our drama classes](#). Our team is spread across the United States, and as such, we rely on technology such as Zoom and Slack to foster relationships and stay connected with one another.

Who You Are

- You know that equity is *everything*, and your commitment to creating a just and equitable world informs everything you do, inside and outside of work. You know that social change begins within each individual, and you are committed to exploring your own behaviors, beliefs, and ways of being. You prioritize learning about yourself and others and translate your knowledge into action. This enables you to identify and challenge problematic beliefs, behaviors, and systems, and to foster trust and connection across lines of difference.
- You love behind-the-scenes work and finding new and better ways to get the job done. Simplifying processes and increasing efficiency is your love language. Designing a new system to make things run more smoothly? You can't wait to dive in. A new platform to explore? Let's see it! You are tech-savvy (CRM, CMS, and API all mean something to you) and love to learn.
- You're skilled in written and verbal communication. You communicate clearly and efficiently, and you are exceptionally strong at editing, proofing, and quality control across emails, learning platforms, and participant-facing materials.
- You are a relationship builder. People feel known and valued by you because they are. Your skills in [active and intentional listening](#) are exemplary.
- You thrive with "just enough" guidance, are an exceptional problem solver, and can create order out of chaos. While you **love** a plan, no one has ever called you rigid. You're nimble and comfortable with ambiguity. You can take a high-level vision, develop a thoughtful plan, invest stakeholders, and manage the execution down to the last detail. Once an assignment is in your hands, it's as good as (exceptionally well) done.
- You are a chess master. You see the entire board and possess an uncanny ability to visualize and orchestrate the cascading implications of decisions within organizations and across functions, while considering the diverse needs of multiple stakeholders. You know that technical fixes have their place, but adaptive approaches typically prevail.
- You are low-maintenance and drama-free. If there's a problem, you take it straight to the source. People describe you as "direct" and "candid." Gossip? Nope, you shut that down. You have no interest in paying the [drama tax](#) and are committed to ensuring that colleagues don't either. But there's no shame in your game. Your high EQ allows you to read the emotions of others and to respond in a way that honors the person and skillfully supports them in moving forward.
- You know you are enough and are committed to being the best possible version of yourself. A new framework to help you think about leadership development? You

can't wait to dive in. You're the first to ask for feedback and implement your learnings to improve future performance.

- Remote work *works* for you. You love to connect with your team on Zoom and savor your dedicated solo work blocks. While you form meaningful relationships with your colleagues, you also sustain the social connections you need outside of work so you don't feel isolated or disconnected in the virtual world.
- You know what it means to thrive and have developed a deep and wide toolbox for engaging with life and its ups and downs. You have a nurturing community and have implemented habits and rituals to meet your needs.
- You take the work seriously but don't take yourself too seriously. You bring good energy, fun, laughter, and a high level of cooperation. You can form connections that enable others to carry their burdens with greater ease.
- You feel a deep connection to [our mission and approach](#).

What You'll Do

Launch Execution & Workshop Operations (Primary)

- Serve as the lead executor for Bright Morning launches, managing timelines, tasks, assets, and communications in partnership with Operations and Marketing.
- Serve as the day-of owner for virtual workshops, proactively managing logistics, timing, and technical execution (including tech setup, breakout rooms, chat, recordings, and troubleshooting) so facilitators can focus fully on the learning experience.

Weekly Production & Marketing Support

- Build and publish Learning Library Skill Sessions, including:
 - Full course builds in Circle
 - Video processing, transcripts, tools, images, directory posts, and feedback cycles
- Maintain and report on editorial and marketing data
- Support LinkedIn engagement through commenting and connection activity
- Publish podcast content across platforms:
 - Webflow podcast pages
 - YouTube podcast uploads, including thumbnails, editing, shorts, basic analytics, and commenting

Monthly Content & Lead Generation

- Publish blog posts
- Maintain internal resource trackers
- Produce YouTube webinar summary videos and short-form clips
- Support lead generation videos and tools

Quarterly & Project-Based Work

- Batch and schedule social media content
- Conduct contact and opportunity research
- Support product research, special projects, and opportunity exploration
- Support with as-needed projects, such as venue research and updating branded materials

Systems, Planning, & Process Improvement

- Maintain accurate Asana project plans for recurring and launch-related work
- Identify opportunities to improve workflows, systems, and documentation across operations and production
- Meticulously capture the behind-the-scenes “how to” of the role, ensuring comprehensive knowledge sharing with current and future team members

While this description provides an overview of the Operations and Projects Specialist's primary responsibilities, we seek candidates who demonstrate flexibility and can adapt to evolving needs in an entrepreneurial environment.

What You'll Bring

- A minimum of 5+ years of professional experience
- Clear and effective communication skills, with particular strength in editing, accuracy, and attention to detail
- Significant hands-on project management experience, with responsibility for execution and follow-through
- Demonstrated strength in improving systems and processes
- An aptitude for learning new technological platforms. Previous experience working with Asana, Slack, Google Suite, Zoom, Active Campaign, Circle, and Vimeo is a plus
- A nuanced understanding of the education sector, including the needs and lived realities of the educators we serve
- Familiarity with Bright Morning offerings is strongly preferred

Compensation

The temporary full-time Operations and Projects Specialist position pays \$45 per hour and can be worked up to 40 hours per week. Assuming a 40-hour workweek, this translates to an average monthly salary of \$7,740. This rate is not negotiable.

As a temporary contract position, this role is not eligible for benefits or overtime pay.

To Apply

Bright Morning Consulting is an equal opportunity employer committed to racial equity and social justice. We make a particular effort to recruit people who identify as Black, Indigenous, and other people of color to apply for open positions.

To be considered, [submit this form](#).

Applications will be reviewed, and interviews will be offered on a rolling basis. We hope to fill this role by January 30, 2026.

Important Notes

Please do not contact Elena directly regarding this opportunity, as she is unable to respond to individual inquiries. Historically, we receive a high volume of interest in open roles, and we will contact you directly if you are invited to move forward in the interview process. If you require support, please email info@brightmorningteam.com.

While there is a strong possibility that this role may transition to full-time employment, and we are committed to supporting long-term growth for team members who thrive at Bright Morning, this is **not a pathway into facilitation or content presentation**. This position is for someone who is energized by working behind the scenes, largely independently, and finds fulfillment in operational excellence, precision, and detail-oriented execution.