

## Executive Assistant to co-CEO and President

**Start Date:** February 2019  
**Team:** Team Chief of Staff  
**Location:** Brooklyn, NY or (Preferred) New Haven, CT

### About Achievement First

Achievement First, a non-profit 501(c)3 charter school management organization, operates over 30 public charter schools in Brooklyn, Connecticut and Rhode Island. The mission of Achievement First is to close the achievement gap and deliver on the promise of equal educational opportunity for all children, regardless of race or economic status. Achievement First currently educates more than 12,600 students in historically underserved neighborhoods, with over 90% of our students identifying as Black and Latino. With its college-preparatory focus, the Achievement First approach is attaining breakthrough academic gains throughout the network. Beyond our students and schools, Achievement First is an engaged and prominent partner in the larger conversation about how to improve public education and student achievement in our country.

Achievement First's approach to teaching and learning enables every student to succeed at the highest levels. This involves:

- Recruiting and developing successful teachers and school leaders and empowering them to use student data to strategically drive instruction;
- Creating a joyful school culture where it is "cool to be smart" that emphasizes character education and focuses students on college;
- Providing students with more time on task and intense intervention when they are struggling so that no child falls through the cracks.

For more information about Achievement First's mission, approach, schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

### Summary

The Executive Assistant to the co-CEO role is an extraordinary opportunity for a former educator and/or professional with planning, communication, coordination, and event management experience to work closely with high performing, results-oriented teams and senior leaders. The executive assistant will develop highly transferrable skills and a strong understanding of the education sector.

He/she will provide direct administrative and scheduling support to the co-CEO and work closely with the Chief of Staff to drive forward network priorities. The person in this role will add value by managing complex workflows and navigating time-sensitive high-priority tasks and projects. He/she will manage scheduling, short and long-range planning, logistics, communication, and operations for bi-weekly meetings with Achievement First's most senior leadership team, as well as larger-scale day-long event retreats. As the person in this role masters and excels at these responsibilities, he/she will take on small and large-scale projects with increasing autonomy.

Additionally, the Executive Assistant will work on team Chief of Staff projects to support in driving network support talent and operational initiatives.

**Responsibilities of the Executive Assistant will include but are not limited to:**

*Provide Scheduling and Administrative Support*

- Directly manage the calendars of the co-CEO, maximizing their time on high-impact work and acting as a safeguard to ensure their time supports their priorities.
- Schedule meetings, manage a wide variety of requests, and complete additional administrative tasks (such as processing reimbursements, making travel arrangements, ordering supplies, drafting communications, and preparing materials for conference calls and meetings).
- Create and maintain systems for the management of complex administrative tasks, and independently problem-solve, research options, and propose solutions or adaptations when administrative challenges arise.

*Project Management and Run Small and Large Scale Events*

- Create and manage the successful execution of biweekly cabinet meetings as well as larger-scale network-wide retreats. This includes but is not limited to event planning, communication, and managing event budgets.
- Plan and manage logistics for these training events, including partnerships with other internal teams and external vendors, using existing systems and systems you will create.
- Manage the operations of the events day-of, providing help to attendees, supporting facilitators, coordinating vendors, and at times managing a small team who helps execute the event.
- Office management of James Street site.
- Analyze feedback data and identify and make improvements based on feedback.

*Manage Short and Long-term Projects*

- Create and manage project plans for projects and workstreams involving multiple stakeholders.
- Communicate strategically across multiple stakeholders. Facilitate routine meetings with key players and hold peers and senior leaders accountable to meeting deadlines.
- Analyze data- including survey data from retreats, trainings, etc.

**Skills and Characteristics**

- Attention to detail
- Driven by outcomes and results, and wants to be held accountable for them
- A track record of developing and maintaining personal organization systems for managing multiple workflows: being highly responsive in communication, prioritizing time-sensitive tasks, and completing tasks quickly while maintaining quality of work
- A track record of managing projects start to finish to achieve desired outcomes – both independent projects and those involving multiple stakeholders and performers
- A track record of identifying and taking initiative to resolve problems
- Ability to communicate clearly through writing and orally
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- An interest in planning and executing small and large-scale meetings and events
- Growth-oriented, with a thirst for feedback and desire to improve
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, and “roll-up-my-sleeves” attitude

### **Educational Background and Work Experience**

- Required
  - Bachelor's degree
  - 1-3 years of work experience
- Preferred
  - Experience managing a supervisor's calendar and scheduling meetings
  - Experience in project management: coordinating tasks and communication to achieve a set vision or goal
  - Experience planning small and large-scale events
  - Experience in education
  - Experience managing a small budget (e.g. \$2k)

This position will require some travel between New York and Connecticut, as well as occasional weekend and evening work.

### **Compensation**

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

### **To Apply**

Achievement First reviews applications on a rolling basis – please apply immediately by submitting a resume and a cover letter. In your cover letter please respond to the following:

- Why do you want to work at Achievement First?
- What experiences, skills and mindsets do you possess that will enable you to excel in this role?

Send Resume and Cover Letter to:

Crystal Barcelo

[CrystalBarcelo@achievementfirst.org](mailto:CrystalBarcelo@achievementfirst.org)

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>.

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus.

You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.