

## Coordinator/Office Manager, Team Chief of Staff

**Start Date:** ASAP  
**Team:** Team Chief of Staff  
**Location:** Brooklyn, NY

### About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 36 public charter schools in Brooklyn, Connecticut, and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 13,300 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

### Summary

The Team Chief of Staff office manager/coordinator role is an extraordinary opportunity for a professional with strategic planning, communication, coordination, office management, community building, and event management experience to work closely with high performing, results-oriented teams and senior leaders and get involved in innovative talent work. The office manager/coordinator will develop highly transferable skills and a strong understanding of the education sector and office administration landscape.

This person will take initiative to solve issues in the office, and work with and alert the appropriate people to keep our office running smoothly.

In addition to managing the Achievement First Network Support office, supporting community building, performing administrative tasks, and event support, the office assistant/coordinator will serve as a crucial supporter and strategic thought partner for our Chief of Staff Team. The ideal candidate is willing to work hard in service of incredibly exciting work, and will possess exceptional multi-tasking abilities, a keen eye to detail, excellent written and verbal communication skills, comfort with managing vendors and multi-part projects, and be extraordinarily self-directed.

### Responsibilities of the Office Assistant/Coordinator will include but are not limited to:

- **Office management (30%):**
  - Lead the front desk function for our office space in Brooklyn, serving as AF's "face to the public" for guests and others.
  - Arrive every weekday, Mon-Fri, at 8 AM. Spend the first 45-60 minutes walking through our office space completing a checklist to ensure the entire office is fully ready for the day.
  - Staff the front desk every day to accept deliveries, answer questions, and perform other administrative duties.
  - Mailroom management- Managing all FedEx, UPS, USPS inquiries, orders, and supplies.
  - Fax Service Expert
  - Reserve External Spaces for Network Support Staff
  - Vendor Management- Manage all vendors related to Network Support Office Management
  - Maintain a high-quality office space for all of Achievement First Network Support

- **Administrative and Strategic Support (10%)**
  - Create and maintain systems for the management of complex administrative tasks, and independently problem-solve, research options, and propose solutions or adaptations when challenges arise
  - Manage travel arrangements and expenses related to Team Chief of Staff
- **Event Support and Project Management (60%)** – Complete multi-faceted projects as identified to support the work of our Team Chief of Staff. Examples of projects may include:
  - Support Diversity & Inclusiveness (D&I) events and professional development sessions for Network Support (NS) and school-based employees
  - Oversee all logistics related to the professional development sessions, including coordinating and communicating calendar invites, agendas, pre-work, and materials.
  - Support Team Chief of Staff all-staff retreats and network wide events
  - Support all network-wide community building initiatives owned by Team Chief of Staff
  - Support network surveys and other light lift data projects
  - Collaborate with Team Academic Operations & Strategy to manage logistics and own operations for summer professional development events for teachers and school leaders.

#### **Skills and Characteristics**

- Attention to detail
- Excellent written and verbal communication skills
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed
- A track record of identifying and taking initiative to resolve problems
- 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
- 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, sense of humor, and “roll-up-my-sleeves” attitude

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

- Required
  - Bachelor’s degree
  - 1-3 years of office management experience
- Preferred
  - Experience in project management: coordinating tasks and communication to achieve a set vision or goal
  - Experience planning small and large-scale events
  - Experience on small but mighty teams

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

**Compensation**

This is a full-time position with a competitive salary commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

**To Apply**

Achievement First reviews applications on a rolling basis – please apply immediately.

Send Resume and Cover Letter to:

Tyeshia Smith  
Director, Team Chief of Staff  
[tyeshiasmith@achievementfirst.org](mailto:tyeshiasmith@achievementfirst.org)

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/>.