

Project Associate

Start Date: Immediate
Team: Facilities
Location: Brooklyn, NY

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 37 public charter schools in Brooklyn, Connecticut, and Rhode Island. We exist to address the legacy of racism in education in America: we know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. Achievement First currently educates more than 14,000 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.

Summary

This is an opportunity to work with a top-notch facilities team to support world-class educators. In addition to ongoing administrative, correspondence, and scheduling support for our Vice President (VP) of Facilities, the Project Coordinator will serve as a supporter for our facilities team. This is an opportunity to work closely with some of the leading education reformers in the country while gaining insight about education reform within a top charter school management organization. The ideal candidate will possess exceptional multi-tasking abilities, excellent written and verbal communication skills, comfort with managing multi-part projects and analyzing data, and be extraordinarily self-directed.

Responsibilities of the project associate will include but are not limited to:

- ***Scheduling and Administrative Support***
 - Provide overall coordination for the VP's calendar, ensuring his time is maximized and operating in line with AF's priorities.
 - Schedule meetings, manage a wide variety of requests, and complete additional administrative tasks (such as making travel arrangements, processing mileage and reimbursements, 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.
 - Provide administrative and logistical support for team meetings. Draft internal communications.
- ***Research, Data Analysis and Project Management***
 - Advance and complete complex projects as identified to support the work of the VP and the facilities team.
 - Be responsible for supporting the VP and facilities team in their school facilities expansion. This includes supporting and coordinating team efforts to complete due diligence and feasibility studies on multiple private development sites.
 - Schedule and coordinate third party technical reports, including environmental and engineering reports.
 - Work with appraisers, finance and valuation experts.

- Consolidate above mentioned initial reports and site characteristics into summary narrative reports and presentations outlining the physical and economic characteristics of individual sites.
- Work with the facilities team to prepare presentations for various advisory and governing boards to gain stakeholder input and approval for go-forward development projects.
- Maintain documents and records pertaining to all proposed school development sites.
- Together with the VP of Facilities and other facilities team members, the Project Coordinator will review transaction and finance documents, complete calculations and make notes on key business terms, and coordinate with internal and external legal counsel, in an effort to qualify and advance target development projects.
- Prepare budgets and forecasts for proposed development sites, together with existing sites, to perform sensitivity analysis and to ensure that existing and proposed projects conform to approved budgets.
- During planning and construction, the Project Coordinator will process and maintain documents related to third-party payments and ensure budget reporting, compliance, and final close-out reports.
- Other duties as assigned.

Skills and Characteristics

- Extremely organized and detail-oriented, able to manage multiple projects simultaneously and communicate realistic deadlines
- Excellent written and verbal communication skills
- Highly motivated and capable of seeing projects through from beginning to end
- Comfort and agility with gathering and doing basic data analysis directly
- Comfortable with basic quantitative work
- Solid technical skills and experience with Microsoft Word, Excel, and PowerPoint – proven track record in learning new technologies quickly
- Results-oriented and willing to do “whatever it takes”
- Strong time and project management skills
- Flexible and ability to thrive in a fast-paced, entrepreneurial environment – resourceful and able to think “outside the box” and provide creative solutions to challenges
- Takes ownership of work and able to work autonomously, yet able to take direction as needed
- 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

- Bachelor’s degree from a competitive college or university
- Familiarity with basic real estate, facilities or finance is preferred
- 1+ years relevant office experience with a documented track record of success and demonstrated ability to manage and coordinate projects

Compensation

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

To Apply

Send resume to:

Victor De La Paz

CFO, Team Finance and Facilities

VictorDeLaPaz@achievementfirst.org and cc brendagutierrez@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/>.