

Executive Assistant to the CEO

Start Date: Immediately

Team: Team Chief of Staff

Location: New Haven, CT

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. 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 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

The Executive Assistant to the 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/they will provide direct administrative and scheduling support to the CEO and work closely with the Chief of Staff to drive forward network priorities. The Executive Assistant will manage the CEO's calendar, provide administrative support, and help to ensure that the CEO is maximizing time and attention spent on high-impact priorities. The person in this role will add value by managing complex workflows and navigating time-sensitive high-priority tasks and small and large-scale projects, including research and writing, event and travel planning, and other tasks as required from time to time. He/she/they will also work to ensure that the CEO is well-prepared for internal and external meetings, including by compiling briefing materials, facilitating meeting follow up, and developing meeting agendas.

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 CEO, maximizing her time on high-impact work and acting as a safeguard to ensure his time supports his 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, managing meeting follow-up, developing briefing materials 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 Manage and Run Small and Large Scale Events

- Create and manage the successful execution of team meetings as well as other meetings and events. This includes but is not limited to event planning, communication, and managing event budgets.
- 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.
- 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.
- Create reports, internal and external communications, talking points, briefing documents, and other research and writing projects.
- 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
- Ability to communicate clearly through writing and orally
- 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 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, values and educational model
- Maturity, humility, strong work ethic, and “roll-up-my-sleeves” attitude

Educational Background and Work Experience

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

This position will be based in Connecticut. It will require some travel between New York, Connecticut and Rhode Island, 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.

Send Resume to:

Lauren Clarke

LaurenClarke@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/>.