



Executive Assistant to the CEO

THE ORGANIZATION

Achievement First (AF) exists 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. At the core of our approach is the shared journey by our students and staff to fulfill our incredible potential.

Achievement First has consistently been rated one of the top charter school networks in the country, and we are still learning and growing. AF is a non-profit 501(c)3 organization that currently supports 41 public charter schools in New York, Connecticut, and Rhode Island. The mission of AF is to deliver on the promise of equal educational opportunity for all children. We currently employ more than 2,000 staff — 47% of whom identify as Black, Latinx, or Multi-racial — who collectively educate nearly 15,000 students in Brooklyn, NY; Providence, RI; and New Haven, Bridgeport, and Hartford CT. More than 85% of our students qualify for free or reduced priced lunch. Our students are proving what's possible by achieving breakthrough results in terms of academic achievement and long-term college persistence.

Our focus and reach extend beyond the students and communities that we serve directly. Achievement First is an engaged and prominent partner in the broader education-reform movement, partnering with schools and networks from across the country and openly sharing all of our resources with all educators free of charge. We currently serve more than 100,000 additional students through two key partnership initiatives.

THE OPPORTUNITY

As the Executive Assistant to the CEO, you will serve as a critical gatekeeper and trusted thought partner to the CEO. You will be the primary scheduler for the CEO and will ensure that her time is consistently optimized to work on the organization's most pressing work. You will work closely with the Chief of Staff to ensure the CEO's "front office" is managed effectively, efficiently and proactively.

Basics

- **Location:** AF Network Support staff are currently working remotely. However, relative proximity to NYC is preferred (i.e., within driving distance or ~2 hour train/plane ride away).
- **Start Date:** Ideally, mid-November or early-December
- **Position Reports To:** Interim CEO, Fatimah Barker
- **Compensation:** Salary is competitive and commensurate with experience

Responsibilities

- **Maximize the CEO's time.** Understand and anticipate the needs and priorities of the CEO — a Brooklyn-native, 15-year veteran of AF, woman of color and new mother. Serve as the primary scheduler and manager of the CEO's calendar: schedule meetings, review and respond to incoming requests, prioritize appointments, protect work blocks, coordinate travel and logistics, balance against personal obligations, audit for conflicts, and anticipate and resolve potential issues.
- **Ensure the CEO is consistently well prepared and set up for success.** Provide the CEO with a daily schedule and briefing of what she needs to know for the day along with a digest of the requests, actions, tasks and decisions that require her attention. Prepare proactive communications (follow-up emails, thank yous,

birthdays), agendas, memos, presentations, event briefs, itineraries, and other documents and spreadsheets as needed.

- **Ensure smooth “front office” and executive operations.** In partnership with the Chief of Staff, ensure front office and Cabinet documents, resources, assets and recurring systems (e.g., expense management, organizational culture rituals, weekly communications) are well maintained and operate with consistency. Own or oversee ad hoc projects and administrative tasks as needed and directed by the CEO or Chief of Staff.
- **Be an extension of the CEO.** Proactively engage with Cabinet members, organizational leaders, board chairs, and external partners on behalf of the CEO to advance work, navigate conflicts, resolve issues, and tee up actions and decisions for the CEO. Manage sensitive matters with unwavering maturity and discretion, and imbue all interactions with respect and compassion.

About You

- You have a bachelor’s degree and 2-3 years of experience, possibly more; and may have prior experience in the education/nonprofit sector.
- You have prior administrative experience, ideally managing the time and efforts of a principal (e.g., CEO, COO, President or senior C-level executive). Your principal’s calendar is a puzzle that you love to solve and you get joy out of beating her to the “I saw that around the corner” punch.
- You are highly organized and fluidly manage documents in MS Office and GSuite, and have been known to retitle documents to make them more clear to users.
- You are known for building systems that people love to use and have demonstrated experience managing data and building ad hoc reports; you genuinely get excited when you learn a new Google Sheets equation.
- You are able to balance multiple priorities — talking to a school leader, responding to the board chair, drafting talking points, entering data — gracefully and with practiced personal organization and time management.
- You are a natural problem solver, fixer and finder of resources; in moments of tension, you defuse and resolve conflict.
- You have strong verbal and written communication skills, with a demonstrated ability to communicate strategically with senior executives.
- You are an organizer by nature and connect with others easily; you feel comfortable communicating in person, by phone, over email, text, Slack, Signal, and know how to leverage the newest digital and project management tools.
- You work quickly, but deliberately and with high quality; you find the rapidly changing context of a social mission environment motivating and adapt without skipping a beat.
- You seek to build context; like an ever expanding Wikipedia page, you seek new knowledge to improve your understanding of the space that you work in and to stay one step ahead of your principal.
- You are humble, mature, situationally sensitive, and discreet; you take pride in supporting leaders worth supporting.

Application & Selection Process

- **Deadline to Apply:** Friday, October 15th @ 5PM ET.
- **How to Apply:** [To apply, click here](#). The application is intended to share the kind of information that would be covered in a phone-screen interview and includes some basic questions, three substantive written questions, and a video submission. We anticipate the application will take approximately 1-2 hours to complete and suggest planning your time accordingly.
- **Looking Ahead:** If you are selected to move forward, you will be invited to 1 or 2 additional interview activities: a 1-hour Phone Interview followed by a 2-hour Virtual Interview, tentatively scheduled to take place the week of October 25, 2021.

Due to the high volume of applications we receive, we will only be able to notify those who advance to a phone interview. Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/aboutus/diversity>.