



Communications Liaison to the Chief of Staff

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 Communications Liaison to the Chief of Staff (CoS), you will be responsible for the communication strategy and building structures to support efficiency between and among Cabinet members. Additionally, you will be responsible for ensuring effective two-way communication and overall culture within Network Support. YOU will work closely with the Chief of Staff and the front office team to ensure communication regarding key initiatives is consistent and all stakeholders are informed and engaged appropriately. You will work across teams to improve collaboration within Network Support and develop recommendations for improvement.

Basics

- **Location:** AF Network Support staff are currently working remotely. However, relative proximity to NYC metro area is preferred (i.e., within driving distance)
- **Start Date:** Mid-February 2022
- **Position Reports To:** Chief of Staff, Beth Cocuzza
- **Compensation:** Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.
- **Travel:** This role may require occasional travel to meetings and/or other events

Responsibilities

- **Communications (25%)** As Communications Liaison to the Chief of Staff, you will oversee the preparation and presentation of studies, data, and reports critical to effective communication for Network Support. You will facilitate communications and interactions between NS staff and the broader AF community to improve service to all stakeholders. You will understand ongoing change management initiatives and develop NS communication plans and will develop, in partnership with Strategic Communications and other NS teams, appropriate communications strategies to ensure consistency in messaging and clarity of message.

- **Structures/Documentation (25%)** In this role, you will have the opportunity to organize and develop structures, systems and documentation aligned to Cabinet initiatives and ongoing meeting structures. You will maintain and update documentation that supports Cabinet structures. You will continually review processes and systems and suggest changes for continuous growth and improvement in Cabinet efficiency and effectiveness.
- **Project Management (25%)** An additional responsibility of the Communications Liaison will be to manage/oversee small projects as assigned in support of CoS initiatives. For example, in this role you will likely have oversight of Office Management as we begin to open in-person offices. You will also provide significant project management and planning/logistics support for meetings and events for both Cabinet and Network Support more broadly.
- **Collaboration and Executive Support (25%)** Finally, the Communications Liaison will collaborate with the Chief of Staff as a strategic thought partner in many aspects of the work, particularly regarding progress towards goals, calendar management, administration, and communications.

About You

- You have a bachelor's degree and 4-6 years of experience, possibly more, preferably with experience in an executive assistant or project management role.
- You are highly organized and fluidly manage documents in MS Office and GSuite, and have been known to retitle documents and set up filing systems to make them more clear to users.
- You see around corners and can anticipate when you are most needed in a situation.
- You believe outcomes come from smart, thoughtful, inclusive, consistent, transparent and nimble processes; when you are involved in the planning and preparation, team members trust the meetings and events will be organized and will run smoothly
- You are able to balance multiple priorities gracefully and with practiced personal organization and time management.
- You are an effective communicator and connect with others easily; you meet people where they are and feel comfortable communicating in person, by phone, and over email, text, Slack, and carrier pigeon.
- You have strong verbal and written communication skills, with a demonstrated ability to communicate efficiently and effectively with senior executives.
- You work quickly, but deliberately and with high quality; you find the rapidly changing context of a social mission (in a global pandemic) 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 the organizational needs.
- You are humble, mature, situationally sensitive, and discreet; you take pride in supporting leaders worth supporting.
- You are vaccinated against COVID-19 (see more below for policy details).

APPLICATION & SELECTION PROCESS

- **Deadline to Apply:** Friday, February 4, 2022 @ 5PM ET (This is an updated posting for one that has been live since Dec 15 2021; any candidates who have applied for the Associate for Strategic Initiatives will be considered for this role.)
- **How to Apply:** [Apply via link.](#)
- **Looking Ahead:** If you are selected to move forward, you will be invited to complete a Performance Task, after which there may be 1 or 2 additional interview activities.
- **For What It's Worth:** Research shows that while men apply to jobs when they meet about 60% of job criteria, women and other marginalized groups tend to apply only when they check every box. So if you think you have what it takes, but you're not sure that you check every box, we still want to hear from you.

Due to the high volume of applications we receive, we will only be able to notify those who advance to the performance task.

Achievement First is an equal opportunity employer and an organization that deeply values diversity. Achievement First provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information or veteran status. In addition to federal law requirements, Achievement First complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization is located. Achievement First expressly prohibits any form of workplace harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information or veteran status. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training.

People from all diverse backgrounds are strongly encouraged to apply. Learn more about diversity and inclusiveness at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.

Achievement First requires vaccination against COVID-19 for all employees. Reasonable Accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. Click [here](#) to read our full policy.