



NEW SCHOOLS FOR NEW ORLEANS

Excellent Public Schools for Every Child in New Orleans

New Schools for New Orleans was founded in the aftermath of Hurricane Katrina to champion the recovery and reformation of public education in New Orleans. Once ranked among the worst school districts in American, New Orleans public schools are now transforming into a national model for urban education reform. NSNO is working alongside public schools, key education organizations, governing institutions, and local community groups to ensure that the changing landscape of New Orleans schools is fueled by great people and resources.

JOB DESCRIPTION - Executive Assistant to the President/Founder—Full-Time Position

The President/Founder of the organization focuses on development and communication as well as organizational effectiveness. The President/Founder represents the organization locally and nationally as a participant in conferences, summits, advisory committees, etc.

The Executive Assistant to the President/Founder will handle all scheduling, travel arrangements, and presentation preparation, as well as general administrative and organizational support, for the President/Founder.

RESPONSIBILITIES-Executive Assistant to the President/Founder

- Outlook Calendar scheduling and Outlook Contact maintenance
- Weekly meetings with President/Founder
- Follow-ups of invitations and solicitations; thank you letters
- Travel arrangements and preparation of travel folder
- PowerPoint and other presentation preparation
- Prepare monthly organization update for NSNO Board
- Assist with daily donor communications and follow up
- Maintain donor database and files
- Research assistance for presentations and proposals to donors and community leaders
- Event and meeting planning from inception to follow-up
- Assist with writing, editing, and distributing bi-monthly development newsletter

SKILLS REQUIRED-Executive Assistant to the President/Founder

- Alignment with NSNO's core beliefs:
 1. Every child deserves an excellent education. It is the responsibility of adults to ensure that this occurs;
 2. Charter schools and parent choice are critical to the education reform landscape;
 3. The successful creation of an excellent system of schools in New Orleans has the potential to be a model for urban school reform nationwide.
- College degree is preferred
- Experience and demonstrated excellence in fast-paced environment(s)
- Previous Microsoft Outlook, Excel and PowerPoint experience
- Strong writing and communication skills
- Ability to creatively adjust and overcome when faced with unexpected challenges
- Professional demeanor and utmost discretion
- Ability to multitask and manage multiple priorities
- Detail-oriented and accurate
- Flexible, responsible, and able to work autonomously

Compensation commensurate with experience.

To Apply

New Schools for New Orleans is an equal opportunity employer. Please send an email expressing interest with your resume attached to Nancy Burvant at nancy@nsno.org.