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**Position Title: Executive Assistant**  
**Desired Start Date: Before Nov. 15, 2022**  
**Location: Atlanta, Georgia**  
**Reports To: Director of Operations**

## HOW TO APPLY

Interested candidates should submit their cover letter and resume in a combined PDF file to [careers@redefinEDatlanta.org](mailto:careers@redefinEDatlanta.org) with the subject line, "EA Application for" + Your Last Name .

The priority deadline for application review is **Friday, Oct. 28, 2022**, but applications will be accepted until the position is filled.

## OVERVIEW OF CAUSE AND MISSION

Atlanta is the cradle of the civil rights movement and the economic engine of the Southeast. Yet, for generations, students from under-resourced communities, particularly Black and Latino/x students, have been denied access to equally high-quality public education that is available to the city's more affluent children. However, conditions for meaningful, positive change in Atlanta exist, perhaps more so than in any other city in the South. Atlanta has a new Superintendent who has indicated a strong focus on equity, a relatively high per-pupil expenditure rate, and an abundance of human capital. redefinED atlanta is working to harness these conditions more fully and collaboratively to deliver educational excellence and equity to all students.

Our vision is for Atlanta to be a place where every student in every community receives a high-quality public education. We accomplish this by engaging communities, advocating for equity, and funding critical work to drive systemic level improvement in K-12 public education for students and families.

## MEASURES OF SUCCESS

This past year we championed initiatives that yielded meaningful policy wins and had a needle-moving impact on the talent work at the district. We also supported launching some of the strongest new schools in Atlanta, as well as the pilot launch of a community co-design school leader fellowship, and launched a school based family and community engagement grant fund to support the educational needs of Black, Latino/x, and other under-resourced students and families in the city.

Since 2020, our investments in schools and systems have expanded to include community power-building initiatives. We launched a voter engagement program, including an annual K-12 public education voter mobilization campaign that activates school communities through parents and caregiver fellows in schools. We believe a civically engaged community with strong leaders holding elected officials accountable to the needs of every student in every community will secure equity in education.

Since 2016, redefinED has partnered with the APS district and community members in the city of Atlanta to drive the conditions that ensure all students have opportunities, well-being, and self-determination.

## OPPORTUNITY

The Executive Assistant (EA) position is an exciting opportunity to join a mission-driven, committed, and high-functioning team and a community of dedicated stakeholders acting with urgency and humanity to realize equity and excellence in education.

We are a small, horizontal, and entrepreneurial team whose energy and creativity is elevated when we work shoulder to shoulder together. We also enjoy a diverse, aligned, and deeply engaged board whose support and influence make our work better and easier. [Click Here to view the staff and board at redefinED atlanta.](#)

## **RESPONSIBILITIES**

The Executive Assistant (EA) is a full-time position that will report directly to the Director of Operations. The EA will support the goals and objectives of redefinED atlanta by providing administrative support to our executive team, and operational support to our staff and board. See below for more information:

### Executive Director

- Manage and access the day to day needs of the executive director to ensure they are prepared and organized for all internal and external events, meetings, and deliverables.
- Provide email, scheduling, and calendar management that will maximize the executive director's efficiency.
- Act as a gatekeeper/point of contact for executive director while working cross-functionally with organization wide departments.
- Manage executive director monthly expense reports.

### Executive Team (also applies to Executive Director)

- Provide scheduling and calendar management for the executive team, ensuring that individual appointments, meetings, conferences, and availability are accounted for.
- Arrange comprehensive travel accommodations ( flights, hotels, transportation, etc) for the executive team.
- Handle confidential information with a high level of care and discretion.
- Attend executive team meetings, capturing high level notes and next steps for all team members..
- Assist with the planning and implementation of executive-led donor meetings.

### Executive Board

- Serve as lead planner on all Board events, ensuring that all planning logistics and execution are completed to fidelity. This includes, but is not limited to: point of contact for vendors, tracking meeting minutes, a/v set-up, food, beverage, and drafting meeting minutes.
- Serve as a liaison to the Board of Directors on all board and committee meetings
- Draft board communications (pre-read emails and day-of materials) as directed by the executive team and/or Board Officers.

### General Operations & Events Project Planning

- Prepare agenda for weekly team meetings, capturing high level notes and next steps for each team member.
- Update and audit the master calendar with important dates like organization-wide events, office holidays, staff planned absences, birthdays, etc.
- Maintain staff communication platforms with important announcements, commonly used training, and resources.

## **REQUIREMENTS**

### Experience, Knowledge, and Skills

- Work experience as an Executive Assistant, Events Coordinator, Operations Associate, or similar role
- Work experience in project coordination and event planning.
- Proficient in Microsoft 365 and GoogleSuite

Every student. Every school. Every community.

- Proficient in web conferencing applications like Zoom and Google meet.
- Familiar with project management applications (e.g. Monday, Trello, Asana)
- Familiar with web based communication applications (e.g. Slack, Trello, etc.)
- Excellent verbal and written communications skills
- Discretion and confidentiality
- Keen eye for events/meeting aesthetics, planning, and budgeting
- Outstanding organizational and time management skills

## **COMPENSATION**

Expected salary range for the role is \$50,000 - \$55,000 plus a full-benefits package, with the final compensation package being set commensurate with experience.

## **COMMITMENT TO RACIAL EQUITY AND INCLUSION:**

We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include but are not limited to hiring and firing staff and contractors, selecting volunteers and vendors, and providing services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, and vendors.

Furthermore, as an organization, redefinED atlanta commits to:

- attracting and retaining staff with diverse identities, backgrounds, and lived experience in public schools and the public school system
- further diversifying our Board to include deeper lived experience and perspectives from public school parents and under-resourced communities
- creating an inclusive working culture that celebrates difference, promotes universal belonging, and fosters ongoing learning and personal growth

Don't meet every single requirement? Studies have shown that women, Black people, and people of color are less likely to apply to jobs unless they meet every qualification. At redefinED atlanta, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role, but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.