

### THE OPPORTUNITY

New Schools for Baton Rouge (NSBR) is a nonprofit organization founded in 2012 with the goal of ensuring every student in Baton Rouge has access to an excellent school, inspiring all students, and preparing them for success after high school. NSBR works with families, school partners, and community leaders to identify citywide needs in education, then provides grants and develops strategic partnerships to address these needs.

NSBR fundraises, nationally and locally, to enable these investments in the city. NSBR has invested \$85 million to support students, families, and schools. The organization is poised to continue supporting the city at this scale in the coming years.

### ABOUT THIS ROLE

The Administrative Assistant plays a vital role in ensuring NSBR operates effectively and efficiently in pursuit of its mission. By providing high-quality administrative support to the CEO and other senior leaders, as well as coordinating day-to-day office operations, this role enables leadership and staff to stay focused on expanding access to excellent schools for students across Baton Rouge.

### OUR CORE VALUES

At New Schools for Baton Rouge, our work is grounded in a shared commitment to students and to one another. Our core values shape how we show up, how we make decisions, and how we pursue our mission.

- ❖ **EXCELLENCE**  
We lead boldly, serve humbly.
- ❖ **INTEGRITY**  
We build trust through transparency.
- ❖ **ACCOUNTABILITY**  
We follow through. Every time.
- ❖ **EQUITY**  
We center all students in our decisions. Always.
- ❖ **COLLABORATION**  
We are better when we build together.
- ❖ **LEARNING**  
We learn forward.

The Administrative Assistant contributes to this culture through professionalism, strong organization, and a commitment to supporting team success.

# Administrative Assistant Job Description

## ROLE AND RESPONSIBILITIES

The Administrative Assistant provides direct administrative support to the Chief Executive Officer (CEO) and other senior leaders, while also supporting day-to-day office operations and logistics.

This position is approximately 50% executive support and 50% operational and logistical support for the organization, including office and event coordination and logistics. The Administrative Assistant helps ensure meetings run smoothly and the office environment supports collaboration and productivity. The ideal candidate is highly organized, detail-oriented, tech-savvy, and able to manage multiple priorities in a fast-paced, mission-driven environment.

This role reports directly to the Chief of Staff and works closely with the leadership team and other team members across the organization.

As the Administrative Assistant, you will:

### Executive Administrative Support (50%)

- Manage the CEO's calendar, including scheduling meetings, prioritizing requests, and coordinating logistics.
- Coordinate internal and external meetings involving the CEO, leadership team, partners and stakeholders.
- Prepare and organize materials for CEO meetings, including agendas, presentations, and briefing documents.
- Coordinate travel logistics for the CEO, including itineraries, reservations, and expense reporting.
- Provide all support listed above for at least one other senior leader.
- Maintain organized executive files and confidential records.

### Office Operations & Organizational Support (50%)

- Provide administrative and logistical support for organizational meetings, convenings, and community events.
- Coordinate scheduling, materials, technology and logistics for all internal meetings and retreats.
- Support office operations including managing office supplies, maintaining shared spaces, and ensuring a professional workspace.
- Coordinate meals, refreshments, or catering for meetings and events as needed.
- Assist with employee onboarding logistics and internal communications.
- Help track operational task lists, timelines, and follow-ups as needed
- Conduct research, compile information, and prepare summaries as requested.
- Provide general administrative support to team members when needed.
- Perform additional duties as assigned to support the organization.

## EXPERIENCE

- Minimum of 2-3 years of professional experience, including administrative or executive support experience preferred.
- Experience in a nonprofit, education, or mission-driven organization is a plus.

## QUALIFICATIONS

- High level of professionalism and discretion in handling confidential information.
- Strong organizational and time management skills with the ability to prioritize multiple tasks.

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- Excellent written and verbal communication skills.
- Strong attention to detail and commitment to professional excellence.
- Tech-savvy with the ability to troubleshoot technology for presentations, reports, and meetings.
- Proficiency in Google Workspace (Docs, Sheets, Slides, Calendar).
- Positive, proactive, and collaborative work style.

### EDUCATION

- Associate degree required, preferably in business administration, management, or a related field.

### WORK DEMANDS

- Willingness to live in Baton Rouge or the surrounding communities
- Willingness to work in the office at least 4 days a week (Monday-Thursday)
- Willingness to work some weekends and evenings
- Occasional travel across the United States
- Ability to travel locally to various school sites and external partner organizations both during and after typical work hours

### COMPENSATION

This is a full-time role offering compensation that is competitive and commensurate with experience and qualifications. The salary range for this role is \$60,000 - \$70,000. NSBR also provides a comprehensive benefits package that includes individual health and dental insurance, paid time off, and a 401(k) plan with company-matching contributions.

### APPLICATION

The priority deadline to apply for this role is **Friday, April 3, 2026 at 5pm CT**. Applications will be reviewed on a rolling basis after this deadline; however, applicants are encouraged to apply as close to the date as possible, as the application may close at any time following this date.

**To apply**, please complete the application form [here](#).

In the application form, you will be asked to answer the following questions (300 words or less per question) in lieu of a cover letter:

- 1) Why is the Administrative Assistant position at NSBR the right next step for you, and why are you uniquely qualified for this role?
- 2) Describe a time you had to manage multiple competing priorities or deadlines for a leader or team. How do you organize the work and ensure nothing falls through the cracks?
- 3) Tell us about a time when you proactively identified a challenge or opportunity in your work and took initiative to address it without being asked. What actions did you take and what impact did it have?

*NSBR is an Equal Opportunity Employer and upholds the principles of equal employment opportunity for all employees and job applicants. NSBR makes employment-based decisions, including, but not limited to, recruitment, hiring, assignment, conditions of employment, compensation, benefits, training, promotion, transfer and termination, without regard to race, sex, sexual orientation, gender, gender identity, color, age, national or ethnic origin, pregnancy, ancestry, marital status, veteran status, military status, disability, religion, genetic trait or information, or any other legally protected status or characteristic under federal, state, and local law.*