



Communities
In Schools

Gulf South

CIS Office Manager/Executive Assistant

Summary:

Communities In Schools of the Gulf South, Inc. is expanding. We are seeking a qualified professional to assist with the daily support needs in our growing office. CIS is a non-profit affiliate of a national organization working in public schools in the Greater New Orleans, Acadiana, and Baton Rouge areas. The position is a full-time position with benefits. Wage commensurate with experience. Must have reliable transportation.

If interested, please fill out the application on our website and email your cover letter and resume to employment@cisgulfsouth.org.

Education: Bachelor's Degree or equivalent experience

DOL Status: Exempt

Reporting Structure: This position is supervised by the President

Essential Functions:

Office Management

- Oversees and supports all administrative duties in the office and ensures that office is operating smoothly:
 - Answer phone and receive guests that visit the main office
 - Process, prepare and deliver mail to post office
 - Order, track, and manage office supplies and equipment
 - Maintaining clean public office spaces
- Provides support to President for major projects and day to day tasks:
 - Assists with calendaring of meetings
 - Prepares materials for meetings
 - Completes grant and document filing
 - Provides donor support and assistance with fundraising management including Neon CRM
- Board Liaison
 - Completes set-up for all board meetings, including printing and preparation of documents
 - Takes notes during board meetings, and committee meetings to ensure follow-up and completion of goals
 - Direct contact with board members to assist with minor day to day questions or document assistance
 - Tracks and organizes all board member documentation and volunteer hours
 - Supports the President at annual board retreat, and new board member orientation



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- Identifies opportunities for process and office management improvements, and designs and implements new systems
- Delivers and picks up items and supplies for individual school sites
- Assists with staff training including set up, and paperwork for training
- Assists with volunteer coordination
- Assists the Director of Advocacy in the implementation of national partnership programming inside schools
- Provides additional support and activities as directed by President

Specific Job Competencies:

Demonstrates agency core competencies

- **Communication**
 - Understands the purpose of communication and uses appropriate methods of communication for each situation
 - Uses clear and specific language utilizing “I” statements
 - Displays active listening skills
 - Responds to phone and email messages in a timely manner
 - Uses discretion when sharing information
 - Establishes a system for information sharing and follow-up
- **Organizational Skills**
 - Ability to organize workflow to meet goals
 - Attention to detail
 - Strong recordkeeping and documentation skills
- **Computer Skills**
 - Demonstrate basic office automation skills in order to fulfill job responsibilities
 - Seek out formal or informal training to increase computer skills to more effectively perform job skills
 - Compile notes and other written information to share with co-workers and new staff to solve recurring computer issues and questions
 - Demonstrate an increase in proficiency over time with the basic use of computer equipment and standard software operations.

Other Qualifications:

- Google Drive experience
- Ability to work with diverse cultural backgrounds
- Flexibility, resourcefulness, enthusiasm and high energy
- Ability to lift 35lb-50lb
- Must have a valid Louisiana driver’s license and automobile insurance
- Criminal background check required



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- Requires traveling to all CIS Gulf South school sites, which can include non-local travel
- May require the ability to work some nights and/or weekends with prior notice