



Position: Executive Assistant
Location: New Orleans, LA
Reports to: Chief of Staff

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About SBP

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

Position Summary

The Executive Assistant serves as a partner to the Chief of Staff, CEO, and members of the Senior Leadership team. This role works in partnership with the Chief of Staff to assist the Senior Leadership team and support the day-to-day office-building operations of SBP's National Headquarters. The Executive Assistant will manage the schedules and communications of key executives and will be responsible for assisting with general administrative and office-related tasks to support the SBP team and mission.

Responsibilities

As Executive Assistant:

- Manage calendars for the CEO and COO, including making appointments and prioritizing the most sensitive matters
- Assist with scheduling across the senior leadership team and Board of Directors
- Assist with the preparation of materials for executive communications, such as writing and editing e-mails, drafting memos, and preparing communications
- Conduct monthly credit card and receipt reconciliations and per diem reports
- Organize meetings (including Board and Board committee meetings), including scheduling, sending reminders, coordinating follow-up, etc.
- Capture and distribute meeting notes/minutes and track and manage the next steps for various projects and external meetings
- Coordinate travel and conduct other administrative duties for members of the senior leadership team as needed
- Work with the Chief of Staff to assist in the facilitation of staff and team meetings, including building agenda and coordinating with various team members and departments
- Manage special projects as assigned.
- Plan in-house or off-site activities, like parties, celebrations, and conferences
- Maintain comprehensive and accurate records
- Other duties as assigned

As Office Assistant:

- Manage and distribute incoming mail
- Welcome and manage visitors
- Manage cleaning crew & weekly office cleaning
- Order office supplies and manage inventory

Qualifications:

- High school diploma or equivalent required. Bachelor's degree preferred in business or related field, or equivalent combination of education and experience.
- Outstanding verbal, written, interpersonal, influencing, and presentation skills
- Demonstrates superior problem-solving skills, including sound analytical reasoning.
- Ability to successfully prioritize when faced with requests, demands, and deadlines.
- Creative and innovative thinking that leverages internal and external best practices to apply or advance at SBP.
- Superb organizational skills and ability to manage multiple, competing priorities
- Ability to work both independently without close oversight, as well as be a team player who will productively engage with others at varying levels of seniority within and outside SBP
- High energy and passion for SBP's mission is essential
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI
- Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation

Performance Expectations:

- Able to juggle multiple, competing priorities in a fast-paced environment
- Exceptionally self-motivated, curious, and action oriented (not passive!)
- High level of personal accountability
- Able to execute with limited oversight
- Align work performance with SBP's core values
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Superior work ethic and high energy level
- Plan and meet deadlines
- Maintain a flexible work schedule to meet the demands of executive management
- Demonstrate initiative and work as a team player
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development
- Ability to understand and engage diverse audiences and new target markets

Salary Range: \$45,000K - \$60,000K

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.