



**Position:** Executive Assistant and Office Manager  
**Location:** New Orleans  
**Reports to:** CEO

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#### **About SBP**

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing** SBP is a national disaster recovery and resilience organization that ensures under-resourced disaster survivors and communities of color access a predictable and equitable recovery. We accomplish this goal by:

**Preparing** individuals, communities, and organizations ahead of disasters to mitigate vulnerabilities

**Shaping** the disaster sector's systems, policies, and programs

**Building** resilient communities

By taking this holistic approach, SBP shrinks the time between disaster and recovery, securing a brighter future for those impacted by disasters.

#### **THIS ROLE REQUIRES A COVER LETTER**

##### ***Position Summary***

The Executive Assistant and Office Manager serves as business partner to the CEO and members of the Senior Leadership team and manages the day-to-day office building operations and management of SBP's National Headquarters.

The Executive Assistant and Office Manager will manage the schedules and communications of key executives - including the CEO, COO, and CFO, and will be responsible for prioritizing emails and phone calls and arranging meetings and business events. In this role, you will be responsible for managing SBP's National Headquarters by serving as the point person for building maintenance, mailing, supplies, equipment maintenance, supplies, and other duties that ensure the smooth running of the building.

##### ***Responsibilities***

###### **As Executive Assistant:**

- Manages calendars for multiple members of the senior leadership team, including CEO, CFO, CSIO
- Coordinates travel for members of senior leadership team
- Conduct other administrative duties for senior leadership team, as assigned, including receipt reconciliations and timesheet input
- Provides regular status updates and presentations to the Leadership Team.
- Creates and drives execution of strategic projects. Documents and determines how project scopes will be defined, managed, controlled, verified, and communicated to stakeholders/customers.
- Delivers data driven insights to act on in support of overall priorities and strategy.
- Captures internal and external best practices to advance priorities and apply in enterprise rollouts or test and learn applications. Continuously seeks out and acts on process improvement opportunities across the business unit.
- Conducts initial meetings with various parties for screening purposes or on behalf of the Leadership team. Prioritizes initiatives and ensures appropriate resources are available and assigned.
- Partners with communications teams on various communication plans to facilitate effective and efficient communications with various audiences including employees across various SBP sites and

departments, to communicate on training best practices, new program rollouts, and any program changes.

#### **As Office Manager:**

- Oversees the management of SBP's New Orleans office to include ordering office supplies and managing inventory, building management, and organizing food ordering for special events, receiving and logging checks.
- Schedules local meetings and appointments
- Organizes the office layout and order stationery and equipment
- Maintains the office condition and arrange necessary repairs
- Organizes office operations and procedures
- Coordinates with IT department on all office equipment
- Ensures that all items are invoiced and paid on time
- Manages contract and price negotiations with office vendors, service providers and office lease
- Manages office G&A budget, ensure accurate and timely reporting
- Provides general support to visitors
- Liaises with facility management vendors, including cleaning, catering and repair services
- Plans in-house or off-site activities, like parties, celebrations and conferences

#### **Requirements**

- High school diploma or equivalent required. Bachelor's degree preferred in business or related field, or equivalent combination of education and experience.
- Minimum five years in a corporate support function.
- Previous experience in project management and idea generation required.
- Outstanding verbal, written, interpersonal, influencing, and presentation skills; ability to create communication plans and correspondence that set clear expectations and strategic direction.
- Demonstrates superior problem-solving skills including sound analytical reasoning.
- Ability to successfully prioritize when faced with requests, demands and deadlines.
- Creative and innovating thinking that leverages internal and external best practices to apply or advance at SBP.
- Strong organizational skills
- Ability to work both independently without close oversight, but also 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 and curious
- High level of personal accountability
- 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

*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.*