



## **SPECIAL ASSISTANT TO THE EVP / COO**

The Special Assistant coordinates and provides administrative support to the Executive Vice President/COO of the New Orleans Business Alliance to include compiling briefing books, scheduling appointments, and handling various administrative support duties as assigned. This position requires an individual who exemplifies excellent customer service traits, manages confidential information professionally, exhibits a high degree of trustworthiness, is resourceful and can work autonomously. The Special Assistant takes direction well, shows strong initiative, and demonstrates excellent follow through and attention to detail.

The Special Assistant reports directly to the Executive Vice President/COO, must be a team player and exhibit strong interpersonal skills and the ability to manage multiple assignments. They must also be comfortable in a fast-paced environment requiring close attention to service, accuracy and timeliness.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- *Schedule Management:* Proactively develop scheduling systems to meet the demand and challenges of supporting the Executive Vice President/COO. Strategically manage incoming requests based on priorities and input from the EVP/COO and NOLABA leadership team. Schedule and coordinate meeting dates/times, venues, and attendance including some personal appointments; provide administrative support and follow-up on matters arising from meetings; provide driving directions; keep detailed notes in calendar events. Close communication loops and follow up on outstanding requests.
- Manage communication flow between the EVP/COO and NOLABA staff to include daily mail; email correspondence; scheduling; and phone inquiries.
- Establish work flow systems, individually and with other staff, as well as filing strategies to assist the EVP/COO with time management, compliance and prioritization.
- Draft correspondence, reports, and briefings on behalf of the EVP/COO to board members, stakeholders and the general public within a strategic communications calendar working with other department leaders.
- Schedule all hotel, rental car and other travel arrangements for EVP/COO.
- Maintain confidentiality while performing duties to support EVP/COO.
- Professional communication with staff and external, high-level contacts on behalf of the EVP/COO.
- *Project Management:* responsible for the coordination, implementation, and completion of EVP/COO projects, in alignment with strategy, commitments and goals of the organization.
- *Contact Management:* Manage extensive EVP/COO contacts with administrative team; provide updates on contacts as needed. Update the Customer Relations Management (CRM) system with timely information regarding EVP/COO EO contacts.



## NEW ORLEANS BUSINESS ALLIANCE

- Prepare materials needed for meetings such as agendas, handouts, binders, packets, etc.
- May perform administrative functions such as timesheet preparation, travel reports, supply requisitions, etc. for the EVP/COO.
- Prepare monthly credit card statements, expense reports, and other reconciliation tasks as needed related to the EVP/COO.
- Organize and maintain files and reference manuals/materials, as necessary.
- Attend select meetings in lieu of EVP/COO as well as record and transcribe minutes to report.
- Manage planning and logistics for various board or other high level committee meetings.
- Manage event planning and logistics, as needed.
- Assist Finance with the cash receipts process, when necessary.
- Other duties as assigned.

### **QUALIFICATIONS & JOB REQUIREMENTS:**

- College undergraduate degree or equivalent experience.
- Three years of experience of which clerical and/or executive support work was a major duty.
- Must be highly proficient in MS Office Suite: Outlook, Word, Excel, PowerPoint, and Publisher.
- Must demonstrate the ability to type a minimum of 50 wpm.
- Must demonstrate clear, concise writing proficiency (through samples such as executive summaries).
- Ability to multi-task and handle multiple job duties simultaneously.
- Must have a car and valid driver's license for local travel.

### **Attributes:**

- Vision
- Interpersonal skills
- Communication skills (written and oral)
- Team building ability
- Presentation skills
- Sense of humor
- Assiduousness
- Comfort with complexity
- Ability to adapt and thrive in an entrepreneurial environment
- High ethical standards and commitment to fairness and equity

### **Working Conditions:**

- While performing the duties of this job, the individual may be required to travel within the New Orleans area.



## NEW ORLEANS BUSINESS ALLIANCE

### **Physical & Mental Demands:**

- While performing the duties of this job, the individual is regularly required to speak and hear
- Specific vision abilities required by this job include close vision and the ability to adjust focus
- Read and interpret data (emails, memos, letters, etc.)
- Ability to maintain visual attention and mental concentration for significant periods of time
- Ability to analyze and interpret data
- Ability to effectively communicate with superiors, peers and subordinates

### **NOTE:**

- Applicants must be currently authorized to work in the United States for any employer.

### **Application Process:**

To apply for this position, send the following documents via email to [Careers@nolaba.org](mailto:Careers@nolaba.org):

- Resume
- Cover Letter

In your email, please note "*NOLABA Special Assistant*" in the subject line.

### **NOLABA is an Equal Opportunity Employer**

New Orleans Business Alliance (NOLABA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. NOLABA complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

NOLABA expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of NOLABA employees to perform their expected job duties is absolutely not tolerated.

All NOLABA employees are subject to the Organization's Public Records Policies and Procedures.

### **CONTACT INFO / JOB LOCATION**

**New Orleans Business Alliance**  
935 Gravier St., Ste. 2020  
New Orleans, LA 70112



### **NOLABA's New Business Model**

The New Orleans Business Alliance (NOLABA) is the economic development catalyst for the city of New Orleans with a mission to unite a diverse community of stakeholders who catalyze job growth, create wealth, and build an equitable and sustainable economic future for New Orleans. NOLABA is launching a new business model that is business-friendly, people-centered, place-based and resilient.

- **Business-Friendly:** The model builds upon its experience in business attraction and growth adding real estate development expertise, business, development and concierge services to support firms in their navigation of permitting, public infrastructure disruption and delivery of timely city services.
- **People-Centered:** The model heightens the value of the talent of citizens as a key driver of economic growth. By merging workforce development strategies, NOLABA better ensures employer access to a skilled and reliable workforce and worker access to career paths creating family supporting wages.
- **Place-Based:** Strategic neighborhood development strategies promote and support economic development in commercial corridors that have struggled to redevelop in the city's post-Katrina economy: Districts A & B (i.e., Hollygrove, Gert Town, Mid-City), District C (i.e., Algiers) and Districts D & E (i.e., New Orleans East, Gentilly, Lower 9<sup>th</sup> Ward). NOLABA's new place-based program combines business and industry growth, real estate development, economic development incentives and small business development expertise and capacity building.
- **Resilient:** NOLABA recognizes the implications and opportunities for a city below sea level to target the green economy as a strategic growth sector. The new business model focuses on developing several critical aspects of a thriving green economy: a skilled green-focused workforce; prepared small businesses and businesses owned by people of color; access to incentives to mitigate investors' risk; and providing a real-time laboratory for product development in the emerging green economy.

Ultimately, the NOLABA's new business model leverages the power of effective collaboration and partnership by providing a platform for innovation and giving local government, investors, foundations, financial institutions, business and industry leaders, and social entrepreneurs a dynamic vehicle to address issues of equity and sustainability through market-based approaches.