Operations & Executive Coordinator (OEC) Job Description

Are you great at supporting others with logistical and organization skills and are eager to promote the flourishing of youth impacted by immigration and judicial systems, and energized by blazing new trails with and for students and educators?

Contents

I.	Job Description	p. 1-3
II.	Organizational Foundations	p. 4
III.	Hiring Overview & Application Questions	p. 5

About ALAS

All students deserve educational access, career options, and freedom. The U.S. is the mass incarceration capital of the world. ALAS removes barriers to education, career, and civil rights for and with youth affected by immigration and criminal courts. We organize youth and families to train educators with trauma-informed approaches to support their students by connecting undocumented students with legal representation and advocating for students to remain in schools instead of being in jail during the pre-trial period. Together with educators, students and families, we advocate for policy change, and reimagining systems to center the gifts, talents, and brilliance of our youth.

Equity Position

We highly value the experience of educators, DACA recipients, work permit holders, formerly incarcerated, and those with professional experience within the criminal and/or immigration court systems. We are deeply committed to building diverse candidate pools for all positions and creating a work culture and environment inclusive of all.

ALAS is an equal-opportunity employer and all qualified applicants will receive consideration for employment. In compliance with federal, state, and local laws, all hiring decisions will be made without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by law.

Role Overview

This role supports our Executive Director as a personal and professional assistant as well as the greater ALAS team who are managing the scaling of our organization and programs. As a founding teammate, you'll be the one who'll bring high-level coordination and support to ensure the Executive Director can maximize time on big-picture strategy, and less time expending their mental bandwidth managing tactical details, both personally and professionally. Additionally, OEC will support the team at varying levels including the annual planning process, external partner events, team retreats, and large-scale meetings.

Compensation

The salary for this position is $50,000, non-negotiable with an annual cost-of-living raise. This is a 90-day contract-to-hire role. Must be available to work in person in New Orleans 40-50 hours weekly.

- 6 weeks paid time off (includes 17 designated paid holidays + sick time)
- Reduced capacity for approx. 1 month around the new year (dates vary yearly based on school partners)
- Health, dental, and vision insurance
- Ongoing development
- A work computer will be provided

Operations & Executive Coordinator Goals

1) Seamless Operations - Processes, systems, and procedures are excellent, optimized, and constantly improving. There are no dropped commitments, missed opportunities, or late replies.

2) Intentional Accessibility - All teammates, educators, board members, and partners surveyed report ease in finding updated data, documents, and time with one another.

So far, ALAS has supported over 600 students and hundreds of educators in 18 schools.
Now we are poised to grow. Learn more about our journey and work here.

Key Work Streams

Administrative + Logistics (40%): Create, operationalize, manage and improve systems for seamless scheduling, logistics, follow-ups, and administrative tasks. Plan & execute events.

- Enhance and optimize internal processes including the creation of a system to manage supplies, facilities, and logistics
- Provide logistical and administrative support for: meetings and workshops; agendas/minutes; travel itineraries; contracts; reporting; and, presentation decks including producing visually compelling materials for internal and external audiences
- Solicit and review meeting requests, prioritize appointments, and coordinate scheduling with internal team members, teacher liaisons, donors, community partners, and other external parties
- Consistently monitor organizational inboxes to maintain ongoing queries and to ensure that all scheduling is coordinated, logistics confirmed, and appropriate parties informed
- Support the implementation and growth of our trainings, fellowships, advocacy, and community partnerships

Executive Assistant (40%): Maximize the Executive Director's longevity, capacity-building, and effectiveness.

- Coordinate and optimize the Executive Director's time to ensure personal wellness and a balance between time sensitive tasks, internal presence and external engagements; including communication, reservations, agenda preparation, documentation, and follow ups
- Maintain discretion and confidentiality when handling sensitive personal and professional information about the ED, team, operations, partners, donors, and community efforts
- Represent the Executive Director and organization in a professional, warm and congenial manner in-person, during phone conversations, in virtual meetings, and in written correspondence
- Prepare and reconcile accurate expense reports on behalf of the Executive Director on a monthly basis
- Seek out opportunities to streamline and support with other duties and as requested

Data + Technology (20%): Using tech platforms, create measurement & evaluation systems to keep data streamlined, accurate, complete & updated.

- Integrate years of existing data from Google Drive into Salesforce and Tableau.
- Use data tracking tools to manage surveys, update records, integrate other applications, and maintain data integrity
- Produce quarterly internal reports that showcase program success and challenges
- Support Development Lead with communications & marketing systems for storytelling, grant requirements, and external organizational messaging
- Work collaboratively with team, coders, teachers & attorneys to move, test, and roll out current matching system for students and attorneys into an app

Role Competencies

- PERSONAL DYNAMISM: We express our belief in one another and what we need in clear, powerful, and engaging terms, and do so with reference to our authentic self and what brings us together.

- ORGANIZATION: Plans, organizes, schedules, and executes in an efficient, productive manner. Has experience managing many moving parts, prioritizing as needed, and consistently delivering on time. Does not let important details slip through the cracks or derail a project. Acute attention to the smallest details to ensure smooth, predictable, and effective outcomes. Anticipates potential snags and plans for them.

- DATA SAVVY - Employs strong analytical skills to manipulate, analyze, understand, and communicate comprehensively around data. Skillfully uses computer skills particularly SalesForce and Google Workspace to collect, organize, monitor and communicate through analytical and financial reports as well as qualitative and quantitative data points.

- EFFICIENCY: Plans, communicates, executes, and achieves goals in an efficient, productive manner.

- COMMUNICATION
    - Oral: Effectively toggles communications between different audiences. Quickly researches new audiences, reads the room, and crafts a compelling narrative aligned to audiences' hearts and minds.
    - Written: Shows strong and strategic writing skills. Culturally aware and responsive. Clear, precise, caring, candid. Able to communicate in formal and informal language and mediums.

- SYNTHESIS: Integrates information in a manner that others can understand. Hears about a topic they know nothing about and becomes an expert in it. Able to structure and process qualitative and quantitative data, draw insightful conclusions, and plan and act from it.

- STRATEGY: Thoroughly understands our organization - including programming, policy, and partnership - and the wider context in which we operate - fiscal, governance, operational, political, and historical. Aligns the organization around a long-term financial and operational vision to support our mission. Builds plans and structures, and around a strategy to accomplish that vision. Constantly incorporating new information and rigorous analysis into their approach to the work and to the strategy they pursue. Can predict both short-term impact and long-term effects of words and actions.

Who We're Seeking

- You have strong respect, empathy for and belief in youth impacted by immigration and criminal courts
- You are culturally conscious, impact-driven, and bring an empathetic lens to building the operational infrastructure for a start-up organization
- You have a knack for knowing how to build systems that enable seamless execution and reporting
- You are excellent at synthesizing information in a verbal and written manner that others can understand

- You generate new and innovative approaches to solve problems with efficiency and proactivity
- You are detail-oriented and can plan, organize and schedule tasks without missing a beat
- You are able to build strong, trusting relationships and meaningfully engage with community partners, educators, colleagues, donors, school administrators, young people, and their families

Work Requirements

- Spanish preferred. Willingness to learn Spanish is required.
- Must be available to work 100% in person at this address: 1734 St Roch Ave, New Orleans.
    - Exceptions include when teammates need to evacuate or be quarantined
- Must be available to work 40-50 hours weekly.
    - Our work is divided by trimester.
        - Trimester 1: 40 hours.
        - Trimester 2: 45 hours + 5 hours of external events.
        - Trimester 3: 40 hours + 5 hours of external events.
- Must have a strong work ethic and flexibility in response to our school and community partners.
- Community events and meetings will occur some nights and weekends.
- Must be fully vaccinated because we work in and with schools.
- Tech requirements: Use of a personal phone is expected to communicate for work purposes, computer (provided by ALAS), internet, Zoom and WhatsApp.
- Must be available to travel for work for trimester stepbacks, EV retreat with youth, and other external trips as needed based on team capacity.

Application and Hiring Info

- The hiring process will include an application, multiple interviews, and hiring tasks.
- To minimize bias, the written application will be a blind process, anonymizing the names of applicants.
- Interviewers may include educators, students, families, and other community partners.
- A detailed hiring process overview is included below for reference.

Applications will be accepted until a hire is made. Earlier applications will be prioritized. Once a hire has been made, this link will no longer be active. The volume of applications received will determine how quickly we are able to move between phases, as we are a very small team. All applicants will be notified of candidacy status at each stage.

Application Directions: See the application and submit all materials.
Application Link: https://bit.ly/alasoecapp
Start date TBD.

Organizational Foundations

Language for several ALAS Organizational Foundations & Role Competencies
has been shared by or adapted from our partners at Collegiate Academies & Vocal Justice.

ALAS Values: What defines Us.
COMMUNITY - We believe in our sisters and brothers, and the power and dignity of each person. We are humbly rooted in relationships and love for all people.
INNOVATION - We courageously make impossible things possible towards our vision of a just and free world.
EXCELLENCE - We delight in operating at our best and continuously growing, because our community deserves to share our gifts and talents with the world.
JOY - We love one another and our community, and share our gratitude openly. Our community brings us joy. What we do brings us joy. We consciously eliminate needless negativity.
ALAS Mindsets: How we Move.
RESOLVE - We find a way to solve any problem and complete any project, especially in the face of obstacles. We operate with a roll-up-our-sleeves, "whatever-it-takes" attitude. We never wait for someone else to remove obstacles to our mission. We have a hunger to take on more, try new things, a willingness to go above and beyond, and a sense of urgency to meet goals. We demonstrate tenacity and willingness to go the distance to get something done.
CENTEREDNESS - We keep our focus on our vision of a free, loving, and just world. This is spiritual work. We recognize that doing the "right" thing is not always the right thing to do. We maintain a calm nature and stable performance when under heavy pressure or stress. We are not discouraged, we do not despair.
SYSTEMS LEVEL CHANGE - We dedicate our time to removing barriers and creating new narratives, policies, structures, systems, and opportunities toward a more just world. We understand helping individuals navigate and overcome hardships today is important, and we go beyond that and change the circumstances that created these challenges in the first place. The path we take toward justice is as important as the end state.
ALAS Competencies: What it Takes.
RELATIONSHIP BUILDING - We know liberation work is communal work. We build positive relationships based in love for our team, students, families, educators, attorneys, and community partners. We build and maintain strong relationships by being patient, attentive, and knowledgeable. We earn others' trust and respect through consistent honesty, empathy, and personability. Our decisions are rooted in stable, trusting bonds. We take ownership of relationships. When we disagree, we learn from one another while honoring one another's humanity.
PRIORITIZE PEOPLE PROXIMATE TO INJUSTICE - We work from an anti-oppressive lens. We recognize the unfair treatment — at a structural and individual level — that people of color, women, queer and trans folks, migrants of all legal statuses, people with disabilities, system-involved people, and other historically excluded communities have faced throughout history. We strive to rectify wrongs by extending opportunities and resources to individuals and communities who face significant challenges that stem from the consequences of oppression.
FLEXIBILITY - We are comfortable with ambiguity, uncertainty, and change. We accept discomfort. We adjust quickly to changing priorities and conditions. We are responsive and flexible to the context and needs in order to support our community and achieve our goals. We maintain systems whilst also dealing with many unexpected things effectively.
SOLUTION-ORIENTED - We generate new and innovative approaches to challenges.
GROWTH - We develop ourselves constantly. We love being pushed and having our work critiqued and are even more excited to own implementation for improvement.
TRANSPARENCY - We use direct, caring, and culturally aware language. Bravery and authenticity also guide our communication. We value quick and direct feedback. We actively listen to others. We default to transparency, not only sharing the "what" and "how" of our work, but also the "why." By sharing the outcome of and rationale behind our decisions, we leave room for others to critique us and learn from our thinking. While we recognize the importance of tailoring our communication to meet people where they are, we don't believe in doing so at the cost of sacrificing who we are. Our individual identities and communication styles make us unique, powerful, and beautiful.

CULTURAL CONSCIOUSNESS - We seek to learn from, share, and effectively interact with people across cultures. We recognize the beauty of varying cultures and the nuance of unique personal worldviews. We hold self-awareness of bias and our impact.
SUPPORT + REPAIR - We proactively check-in and support others based on their needs and interests, rather than waiting until the symptoms of struggle arise. As humans socialized in an oppressive world, we will make mistakes while in the community. Instead of responding with carcerality (e.g., punishment, shame), we use transformative justice to address ruptures in trust. Through open dialogue, we identify ways to hold ourselves and others accountable to learning from and redressing past harms. Viewing ourselves and each other as more than our mistakes, we balance accountability with grace and kindness.

Operations & Executive Coordinator Hiring Process

All dates are ideal, tentative, and subject to change. Additional conversations may be added. Due to limited capacity, we are unable to guarantee feedback at any stage of the process. At the end of each stage, we will inform each candidate whether they will move forward. Application:

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Steps	Written Application	Zoom Conversation	Role Tasks	Reference Checks	Community Panel
Timeline	Accepting now, earlier apps prioritized	One week	One week	One week	One week
Detail	To minimize bias, we ask that candidates submit a resume and cover letters with no self-identifying information. This anonymization will allow our hiring team to review materials independent of bias toward pre-existing relationships.	A 60-90 minute conversation, including time for the candidate to learn more about the organization and role. Come prepared with questions.	Candidates will be given tasks that represent common role responsibilities. Candidates will have a fixed amount of time to complete the tasks and will have an opportunity to choose from established time slots to complete the tasks. In respect of candidates' work and time, compensation of $25 per hour will be provided for the fixed amount of hours, to be paid after the position has been filled.	Our hiring team will conduct reference checks for all candidates. Candidates will be asked to provide a current supervisor, a former supervisor, and 1 colleague, past or present. Please select individuals most familiar with your demonstration of the Key Workstreams. References will be contacted by the ALAS hiring team via phone call.	Each candidate will participate in a 60-90 minute in-person panel interview. Community panel members may include ALAS' founder and Executive Director, educators, students, families, and community partners.

Phase 1 Written Application Questions

Name
Pronouns
Email
Phone #
How did you hear about this role
Vaccine Status

1. Why do you believe court-impacted youth (whether arrested or undocumented) deserve the Constitutional rights of presumption of innocence, affordable bail & legal representation in court?
2. What excites you about ALAS?
3. Our Values: COMMUNITY. INNOVATION. EXCELLENCE. How do you connect to each value? How would you commit to centering these values?
4. What makes you the right person for this specific role?
5. What personal or professional experience do you have with criminal and/or immigration courts?
6. What personal or professional experience do you have with the school system?
7. Send visual evidence of the following: Your calendar management, how you plan on a weekly basis, and your inbox system. Feel free to upload photos or screenshots of a current or past systems you use or have used. If submitting photos or screenshots, feel free to block out any sensitive or confidential information.

8. Even if you don't speak Spanish, submit the following in one document as a PDF: 1) A resume/CV in English 2) A cover letter in English, and 3) the same cover letter in Spanish. Address cover letters to ALAS Hiring Team. Title the .pdf file as: ALASOECApp_[NAME]