



## Community Investment Associate

### ABOUT NEW SCHOOLS FOR BATON ROUGE

Founded in 2012, New Schools for Baton Rouge (NSBR) is a community partnership bringing together talent and resources to deliver excellent schools to students and families in Baton Rouge. To ensure high-quality educational opportunities for every child in our city — regardless of zip code — we strive daily to drive transformational impact in the education sector. Our mission is that by 2030, no child in Baton Rouge will ever have to attend a D or F-rated school again.

### THE NEW SCHOOLS FOR BATON ROUGE TEAM

NSBR is an entrepreneurial organization of accomplished individuals deeply rooted in their belief in educational equity and highly motivated to provide excellent schools for every child in Baton Rouge. While NSBR provides critical thought leadership to the educational landscape, it is best described as an “action tank” — dedicating its resources to implementing ideas that lead to demonstrable results for students. Understanding that this work is urgent and complex, team members quickly identify opportunities to further NSBR’s mission and exercise flexibility in reorienting their work. Team members are jacks of all trades and eager to develop their expertise in topics that may be new to them. Team members are valued not for what they already know but for their curiosity, innovation, drive, and what they can accomplish.

### ROLES AND RESPONSIBILITIES

Reporting to the Director of Community Investment and coordinating with the EnrollBR Manager, you will manage various projects (and project plans), programs, deliverables, and impact related to the partnerships between NSBR, Baton Rouge Families, and Community stakeholders. Additionally, you will manage other aspects of NSBR’s community work, including developing and implementing a strategy to further the effectiveness of the EnrollBR website, coordinating quarterly family education events, and various leadership training’s. Finally, you will support the overall implementation of the Community Investment strategy (75%) while working with the Schools & Talent teams (25%) teams. NSBR seeks a dedicated individual capable of coordinating multiple projects across all aspects of NSBR’s investment teams.

You will provide exemplary “customer service” to stakeholders, including Community, Schools, and Talent departments, in the following initiatives:

- **EnrollBR Community Support** - Assist with event/tabling support, brand awareness and family correspondence. Event/tabling support includes prepping event supplies and weeknight/weekend representation at scheduled community events. Provide research support evaluating innovative family engagement practices. Recommend improvements of enrollment strategies. Build a presence at businesses, faith institutions, and non-profit agencies. Guide families through the application process until completion through follow-up emails, phone calls, school introduction/connection, and correspondence between EnrollBR School and the family.
- **Community Impact Grant & Capacity Building Support** - Provide support in vendor setup, invoice processing, and operations for community outreach initiatives such as capacity building, supporting logistics for capacity building cohort members, and providing coverage at community events for documentation purposes.
- **Family, Schools, Community Connect** - Provide logistical support to sessions, ensure Zoom or physical location is prepped for sessions, provide follow-up correspondence, and track attendance and participation. Support in reimbursement process for family engagement programming; attend family engagement programming.
- **Schools & Talent Support** - Manage the data collection process that monitors the progress of NSBR’s active portfolio schools. Support in the execution of collaborative leadership convenings, including event logistics and leader communication. Lead on logistics for school reviews, including pre-review data collection, review team member selection, and related schedules, and provide tactical support during review execution. Cultivate and manage effective working relationships with school partners, outside advisors, experts in the field, public sector partners, and colleagues in the recruitment and retention of educators.
- **Social Media & Newsletter Content** - Create content and engagement support for the EnrollBR platform and engage with community partners for good news stories, photos, and attend community programs.

## **QUALIFICATIONS**

- Solid organizational skills — demonstrated ability to structure work into timelines and deliverables and think ahead proactively to address dependencies and roadblocks.
- Solid written and oral communication skills — demonstrated ability to communicate effectively with technology vendors and non-technical audiences inside and outside the organization.
- Strong data analysis and management skills are required.
- Prior experience working with data in K-12 public schools or any environment requiring government/funder compliance reporting is a plus.
- Resilience, strong work ethic, and outcomes orientation—demonstrated ability to balance competing priorities under stress and follow through, despite sometimes tight or unexpected deadlines.

Personal characteristics desired:

- Demonstrated commitment to the Baton Rouge community and youth.
- Team player — excitement for working, growing, and collaborating.
- Energetic and entrepreneurial spirit—demonstrated ability to define, break down, and solve problems in ambiguous environments; enthusiasm for learning new skills rapidly.
- Serious analytical and problem-solving skills.
- Laser-sharp detail orientation.
- Personable and optimistic.

## **EDUCATION**

Bachelor's degree preferred but not required. Graduate work, certification and/or prior job experience in community organizing, community engagement, and data analysis are a plus.

## **WORK DEMANDS**

- Weekend and evening availability required
- Some US travel required
- Ability to travel locally to various school sites and external partner organizations weekly

## **COMPENSATION**

The salary range for this position is \$42,000 - \$52,000. This is a full-time, grant-based role offering compensation that is competitive and commensurate with experience and qualifications. In addition, NSBR provides a comprehensive benefits package that includes individual health and dental insurance, paid time off, and a 401(k) plan with company-matching contributions.

**Submit resume and cover letter to Krystle Veals at [krystle@newschoolsbr.org](mailto:krystle@newschoolsbr.org).**