



NEW ORLEANS JAZZ & HERITAGE FOUNDATION, INC.

www.jazzandheritage.org

NOW HIRING

Executive Assistant & Board Liaison

New Orleans Jazz & Heritage Foundation | New Orleans, Louisiana

Department:	Executive Office
Reports To:	Executive Director
Employment Type:	Full-Time, Regular
FLSA Status:	Exempt
Salary Range:	\$65,000 – \$75,000 Annually
Location:	1205 N. Rampart St., New Orleans, LA (On-Site)
How to Apply:	Submit resume and cover letter to hr@jazzandheritage.org

■ ABOUT THE FOUNDATION

The New Orleans Jazz & Heritage Foundation is a nonprofit organization dedicated to celebrating, preserving, and perpetuating the music, culture, and heritage of New Orleans and Louisiana. Our work spans the New Orleans Jazz & Heritage Festival, WWOZ 90.7 FM, and the Don "Moose" Jamison Heritage School of Music, as well as year-round programs that invest in local artists, cultural traditions, and the communities that sustain them.

We are a team that believes deeply in the power of music and culture to connect, heal, and inspire. If you share that belief and want to bring your skills to an organization doing meaningful work at the heart of New Orleans, we'd love to hear from you.

■ THE OPPORTUNITY

The New Orleans Jazz & Heritage Foundation is seeking a highly organized, discreet, and mission-driven professional to serve as Executive Assistant & Board Liaison. This is a pivotal role at the center of our organizational leadership — equal parts strategic partner, governance coordinator, and right hand to the Executive Director.

You will be the connective tissue between the Executive Director, Board of Directors, Senior Leadership Team, and external stakeholders, ensuring that the executive office operates with precision, professionalism, and purpose. If you thrive in a fast-paced, mission-centered environment where no two days are exactly alike, this role was made for you.

■ WHAT YOU'LL DO

Board Liaison & Governance

- Coordinate all Board and committee meetings — agendas, minutes, logistics, and follow-up
- Maintain governance records, including bylaws, resolutions, Board rosters, and meeting archives
- Serve as a trusted liaison between the Board, Executive Director, and Foundation staff
- Plan and manage Board retreats, orientations, and special governance events
- Support the onboarding of new Board members

Executive Support

- Manage the Executive Director's complex schedule with independent judgment and discretion
- Coordinate travel logistics, itineraries, and expense reconciliation for the Executive Director
- Draft and edit correspondence, talking points, and communications on behalf of the Executive Director
- Prepare briefing materials, agendas, and reports for executive meetings
- Serve as the first point of contact for the Executive Director's office — professional, warm, and always discreet

Leadership & Operations

- Act as a communication hub between the Executive Director, leadership team, staff, and external partners
- Support cross-departmental projects and Executive Director-directed initiatives
- Oversee Executive Director office administrative needs — supplies, vendor contracts, and day-to-day operations
- Track Board-related budgets in collaboration with Finance

■ WHAT WE'RE LOOKING FOR

Required

- Bachelor's degree in business administration, communications, nonprofit management, or related field — or equivalent professional experience
- Minimum 3 years of progressively responsible experience supporting senior executive leadership
- Demonstrated experience managing complex schedules, Board or governance processes, and confidential information
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Exceptional written and verbal communication skills — you can write a crisp executive email and a polished Board memo with equal ease
- High emotional intelligence, sound judgment, and an unimpeachable standard of discretion
- Flexibility to work evenings and weekends for Foundation events and Board meetings

Preferred

- Experience in a nonprofit, arts, or cultural organization
- Familiarity with nonprofit Board governance structures and documentation
- Experience supporting an Executive Director, CEO, or equivalent C-suite principal directly

■ WHAT WE OFFER

- Competitive salary: \$65,000 – \$75,000 annually, commensurate with experience
- Health insurance through Blue Cross Blue Shield, including wellness visits and telemedicine
- Dental and vision coverage
- Health Savings Account (HSA) with a \$1,325 annual Foundation contribution
- Basic life and AD&D insurance, with options for supplemental coverage
- Generous paid time off
- The opportunity to serve the mission of one of New Orleans' most beloved cultural institutions

■ HOW TO APPLY

To be considered, please submit the following to hr@jazzandheritage.org with the subject line "Executive Assistant to the Executive Director — [Your Name]":

- A current resume
- A cover letter describing your interest in this role and your relevant experience

Applications will be reviewed on a rolling basis. The position will remain open until filled. We strongly encourage candidates from diverse backgrounds who are passionate about the Foundation's mission to apply.

The New Orleans Jazz & Heritage Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation, gender identity, or any other protected characteristic.

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