



**Vieux Carré Property Owners, Residents, and Associates, Inc.**  
816 N. Rampart Street  
New Orleans LA 70116  
(504) 581-7200  
[info@vcpora.org](mailto:info@vcpora.org)  
[www.vcpora.org](http://www.vcpora.org)

## **VCPORA seeks full-time Executive Assistant**

### **Organization Description**

Incorporated on June 8, 1938, Vieux Carré Property Owners, Residents and Associates (VCPORA) is one of the oldest architectural and community preservation non-profit organizations in the United States. Today, VCPORA plays an important part in the preservation and protection of the Vieux Carré as an international historic treasure, a major cultural and economic asset, and a living residential neighborhood that is valued and respected by all.

The organization is dedicated to advocating for sound land use planning, sensitive architectural stewardship, infrastructure improvements, sustainable tourism, expanding residential capacity, and fostering civic participation. In addition, VCPORA hosts educational programming to advance preservation and historic understanding, as well as social events that connect the community and celebrate the neighborhood fabric of the French Quarter.

### **Position Summary**

The Board of Directors of VCPORA seeks a well-organized, energetic, and personable individual to manage the daily operations of the office and to assist in implementing programs and fundraising activities related to the organization's mission. The Executive Assistant will work under the supervision of the Executive Director to provide a strong organizational base and to improve administrative functions throughout VCPORA. They will foster cooperative working relationships among the board, volunteers, and community and will work to raise the level of public awareness and participation in the group's activities. The position involves administrative and clerical duties and includes numerous opportunities for interaction with city government, agencies, residents, and business leaders.

### **Specific responsibilities are listed below.**

#### **Non-Profit Administration**

- Responsible for general office management
- Serves as the email and telephone point-of-contact for all general information and liaises with the Executive Director as necessary
- Works to provide solutions for residents with quality of life concerns
- Works with Executive Director to track finances and process donations
- Assists in the production and execution of events and programs including major fundraisers, community social events, educational programs, and committee meetings
- Assists in monitoring public agency activities, rulings, and legislation
- Supervises, schedules, and trains volunteers working in the office

#### **Communications and Engagement**

- Maintains regular and appealing social media
- Maintains online membership database
- Creates content and maintains organizational website to ensure it is engaging and informative
- Produces weekly email updates and other alerts
- Designs and produces graphic materials for fundraising and sponsorship efforts

### **Professional Qualifications and Requirements**

- B.A. in historic preservation, urban studies, history, business, hospitality, or related field preferred
- Clerical and administrative experience preferred
- Flexible as to tasks and hours
- Ability to supervise, train, and work well with volunteers
- Basic computer skills, including word processing, spreadsheets, PowerPoint, Adobe or equivalent; email and membership management programs; social networking sites; QuickBooks, HTML, CSS, WordPress, Canva, and Illustrator experience preferred
- Excellent verbal and written communication skills
- Excellent organizational skills and ability to multi-task
- Ability to handle confidential information
- Some lifting and prolonged standing required
- Willing to learn and pursue education beyond existing expertise
- Dedicated to the mission of VCPORA

### **Compensation**

Permanent, non-exempt, full-time position with occasional evening and weekend work.

10 paid holidays, and 10 days annual leave after three months

Salary range: \$35,000 - \$40,000 depending on experience.

**Start date: March 2023**

### **To apply**

Please send a resume, writing, and graphic design sample electronically to:  
Ms. Erin Holmes, Executive Director, VCPORA at [info@vcpora.org](mailto:info@vcpora.org)

***NOTE: applicants must put "Executive Assistant Position" in the subject line***

**Deadline for Applications: February 28, 2023**