

333 South Broad Street  
Trenton, NJ 08608  
ph: 609.920.9200  
fax: 609.920.9205  
[www.foundationacademy.org](http://www.foundationacademy.org)



Foundation Builders Fellowship  
Assistant to the Head of School

About Us:

Foundation Academy Charter School is an independent, "No Excuses" college preparatory middle school in Trenton, New Jersey. We opened in August 2007, currently serve 200 students in grades 5 to 8 and will grow over the next decade to enroll students in grades K through 12. Our mission is to ensure that all of our students secure the academic knowledge and skills to prepare them for the nation's finest high schools and colleges, and to instill in them the core values of caring, respect, responsibility and honesty.

Our Opportunity:

We seek a Foundation Builders Fellow/Assistant to the Head of School to provide a mix of administrative and project management support to the Head of School and the school's Board of Trustees. This one-year, non-renewable fellowship is a unique opportunity to work directly with the school's chief administrative officer while learning about and contributing to expanding a very highly-regarded and expanding urban charter school.

Whom Do We Seek?

We seek a highly committed and talented entry-level professional to join our team for the 2010-11 school year who:

- embraces our mission and embodies our core values;
- welcomes the opportunity to be constantly challenged to grow, learn and improve;
- is a team player;
- is exceptionally organized, flexible and has the capacity to constantly multi-task
- possesses excellent oral and written communications skills
- exercises good judgment
- possesses a bachelor's degree and a minimum undergraduate GPA of 3.0

Responsibilities:

The Foundation Builders Fellow will work directly for the Head of School to support his work as chief administrative officer of Foundation Academy. Specific job responsibilities include:

- Executive Assistant - Managing the Head of School's time, calendar, work-flow and productivity consistent with the school's identified strategic priorities.
- Board of Trustees – Coordinating all planning, communications and logistics for all Foundation Academy Board of Trustees and committee work.
- Human Resources – Coordinate all staff recruitment, selection and induction activities.
- Special Projects – Coordinate special projects as identified by the Head of School, including assisting in the purchase, renovation and opening of a new school building for the 2011-12 school year.

## Why Join Us?

Join us to:

- fundamentally change the lives of our students;
- help build an excellent college preparatory school;
- work in a highly professional setting;
- join a team of like-minded professional who believe the achievement gap is an injustice and who are committed to closing it;
- make a profound impact on the community of Trenton, as we establish and improve the first "No Excuses" school in the area

Hours:

Full time (50+ hours/week) between July 2010 and June 2011

Compensation:

\$26,000

To Apply:

Please apply online at <http://www.foundationacademy.org/work.aspx>.

When applying, be prepared to submit a cover letter, resume, and essay of no longer than 1,000 words describing why you are interested in Foundation Builders Fellowship and why you would be an excellent candidate to join our team.