POSITION TITLE  Executive Assistant
REPORTS TO  Chief of Staff
SUBMIT COVER LETTER & RESUME TO  jobs@janewengland.org

ABOUT JUNIOR ACHIEVEMENT
Junior Achievement’s (JA) mission is to inspire and prepare young people to succeed in a global economy. JA is the world’s largest organization dedicated to educating young people on financial literacy, workforce readiness and entrepreneurship through programs taught by trained corporate or community volunteers in schools, and at after-school sites throughout the world.

Junior Achievement of Northern New England (JAofNNE) is strategically focused on making the biggest impact possible by partnering with school districts, cities and towns to serve students throughout their Kindergarten to 12th grade education – and has been doing so for the past 70 years. For the 2018-2019 school year, JAofNNE reached 20,278 youth through the efforts of 1,635 trained volunteers throughout Central and Eastern Massachusetts and New Hampshire. Junior Achievement of Northern New England has experienced significant growth in the past three years and is completing a strategic visioning process that will set its direction for increased impact for years to come.

CORPORATE CULTURE STATEMENT
We hire the best people, not just the best talent. We work together as ONE team to deliver our mission. We treat each other with respect, communicate clearly, value diverse opinions and challenge the status quo on our quest for continuous improvement. We value our people and offer them competitive compensation/benefits, schedule flexibility and purposeful professional/personal development opportunities. We treat all our stakeholders as important contributors to our ultimate goal of delivering on our mission to inspire and prepare young people to succeed in a global economy.

POSITION DESCRIPTION
Junior Achievement of Northern New England seeks a proactive, exceptionally organized, detail oriented, and enthusiastic Executive Assistant (EA) to support the organization and help maximize the CEO’s time. Reporting to the Chief of Staff (CoS), the EA is responsible for a variety of important administrative and operational functions. The EA also serves as a liaison to the Board of Directors (alongside the CoS), organizes and coordinates executive outreach and external relations efforts, and assists with special projects and basic office management tasks.

The EA manages a rapid flow of work, handling many tasks daily spanning multiple projects, and must be extremely personable with both internal and external constituents. The EA must be reliable, demonstrate sound judgment and discretion, while also possessing a humble nature and high level of maturity.

This is an exceptional opportunity to support JAofNNE’s organizational mission of empowering young people to own their economic success. If you are seeking a mission driven and socially meaningful administrative opportunity at a highly motivated and dynamic organization, we strongly encourage you to apply. We’d love to work with you!

This full-time position is located in our Bedford, MA office.
PRIMARY RESPONSIBILITIES

Support the CEO (80%)

- Complete a broad variety of administrative tasks including: managing and scheduling an extremely active calendar of appointments (meetings, speaking engagements, and conferences) with a wide range of external audiences, ensuring that the appropriate follow-ups occur; completing expense reports; managing contact information; arranging complex and detailed travel plans, itineraries, and agendas; doing research and composing informational briefs for meetings and special projects, and completing meeting material preparation (printing, organizing, and compiling documents for the CEO, as well as for other members of the organization’s Management Team, as directed)
- Serve as the administrative liaison to JAofNNE’s Board of Directors, which includes scheduling meetings, distributing materials and coordinating logistics as well as ensuring compliance in board matters, including ensuring all necessary forms, information, and materials are up to date
- Work alongside the CoS to provide a bridge for smooth communication between the CEO and internal departments; demonstrating an ability to maintain credibility, trust, and rapport with staff
- Work closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following-up appropriately
- Along with the CoS, help to build and maintain relationships crucial to the success of the organization and work on a variety of special projects
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow through on projects to successful completion, often with deadline pressures
- Schedule and coordinate staff meetings, as well as internal meetings between staff and the CEO, including the management and distribution of agendas and meeting minutes

Office Management (20%)

- Complete a variety of basic office management tasks, under the direction of the Director of Finance & Operations, including: ordering office supplies; the retrieval and distribution of mail; check amount calculation; and manage and maintain various office lists (annual holiday list, staff work anniversary list; staff and Board birthday lists)

KEY SKILLS & QUALIFICATIONS

- Strong mission-alignment and passion for empowering young people to succeed
- 5+ years of full-time, professional work experience preferred (directly relevant administrative support experience a plus), with ability to self-manage and work well independently as well as part of a team
- Excellent organizational (writing, spelling, grammar, proofreading) skills with strong attention to detail
- Learns and grows from mistakes; willing to participate in and contribute to a real-time feedback culture
- Ability to be flexible and adaptable in a fast-paced environment, responding to a high volume of e-mail and phone inquiries, while maintaining excellent customer service, accuracy, and prompt response time
- Ability to handle multiple tasks simultaneously, prioritize accordingly, juggle changing deadlines, and understand the nuances associated with supporting a president and other senior level staff members
- Exceptional communication and interpersonal skills; ability to deal effectively with all levels of the organization as well as external contacts
- Strong computer skills; proficiency in Microsoft Office programs (Outlook, Word, Excel, PowerPoint)
- Familiarity with a CRM system (such as Blackbaud) and expense systems (such as ExpenseWire) a plus
- Undergraduate degree, or equivalent, preferred

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.