Position: Executive Assistant – Impact & Accountability  
Reports to: Vice President Impact & Accountability

ABOUT THE CENTER FOR ECONOMIC INCLUSION
The Center for Economic Inclusion is a cross-sector organization committed to strengthening the Minneapolis-St. Paul regions civic infrastructure and collective capacity to disrupt systems and influence market forces to catalyze shared prosperity and advance an inclusive economy. We are dedicated to advancing inclusive growth- by elevating data driven promising practices, advocating inclusive policies, coordinating cross-sector, community-driven development, and piloting strategies that truly close racial economic gaps.

HOW WE WORK
At the Center, we take pride in bringing our values to life and ‘walking the talk.’ We are a diverse team in many ways, and we believe our diversity of thought makes us stronger and our work more innovative and responsive to the communities we serve. We strive to maintain a collaborative work environment that also stimulates individual autonomy and accountability for performance goals and excellence. We invest in great talent, and nurture it and we believe in the power of career pathways within the Center. We look for these values in the talented individuals who join our team and we strive to cultivate an environment that harnesses the collective power of these values, traits and the expertise each team member brings in pursuit of our mission.

• Inclusivity
• Equity
• High-performance & High-engagement
• Shared risk
• Self-motivation
• Nimble Action
• Collaboration
• Adaptive-learning

POSITION SUMMARY
The Executive Assistant provides administrative support to create and cultivate a highly responsive and engaging environment for our rapidly growing Impact & Accountability department under the direction of the Vice President- Impact & Accountability. The Executive Assistant will bring detail orientation, organization and project management skills to this team, and lead efforts to support the Impact team in delivering effective solutions and strategies to full our mission. This experienced administrator cultivates a supportive and highly responsive relationship with the Vice President to offer efficient administrative support services, project management, and coordination with a commitment to operational excellence and high performance. The executive assistant will support a Vice Presidents, and a team of Directors.
KEY RESPONSIBILITIES

Administrative Support

- Work closely with the Vice President, Impact & Accountability and team members to provide daily administrative, scheduling, and office support and coordination.
- Proactively anticipate and coordinate needs; problem solve before problems occur
- Create and update reports, communications, and systems to maintain a highly engaged, integrated, and high performance environment
- Provide administrative support to members of the Impact & Accountability team; including expense management, travel coordination, client management and billing support and payroll time coordination
- Prepare and distribute meeting agendas and minutes for internal and external committee’s/ board or coalitions
- Draft correspondence, makes copies, office organization and data entry
- Interface with key partners on behalf of senior leadership
- Assist in updating and documenting department reports, collateral, presentations, and systems
- Partner with a team of administrative assistants to provide on-call support to other Center leaders and support major initiatives
- Perform other special projects and administrative duties as needs dictate

Project Management & Coordination

- Provide project management support and coordination to ensure responsive client outreach, events, and engagement including:
  - Developing and maintaining event databases using Salesforce, Asana, Eventbrite, etc.
  - Coordinate scheduling and booking meeting and event facilities, logistical, consultant, and catering contracts.
  - Partner with event staff, consultants, and contractors to nurture a responsive and integrated environment
- Provide project management support for research, public policy, and results management leaders
- Assist with development of board and special event presentation materials, outreach event and booth materials
- Assist in maintaining comprehensive and accurate information in all systems via Asana, Salesforce, Teams and other tools

Office Management

- Partner with Administrative Team to ensure appropriate office and organizational support, functions, and front desk coverage.

March 2021
POSITION DESCRIPTION

QUALIFICATIONS & EXPERIENCE

• Understanding of, and commitment to the mission, vision and values of the Center.
• Minimum 7 years of increasing responsibility in an administrative position or equivalent
• Demonstrated organizational and project management skills with the ability to manage several projects successfully while also managing day to day priorities
• Promptly responds to requests with accuracy and a courteous demeanor
• Exceptional computer skills with demonstrated proficiency using MS Office Suite (Word, Excel, PowerPoint and Outlook, Project Management, and CRM software). Demonstrated advanced proficiency by quickly adapting to new technology and easily acquiring new technical skills.
• Experience mapping out processes, particularly utilizing CRM and/or project management software
• Knowledge of internal control process and procedures to ensure proper management of all financial and donor transactions
• Highly skilled verbal and written communicator (e.g. listening skills, verbal communication skills, and written communication skills as demonstrate in meeting minutes/summaries and well thought-out, professional correspondence free of grammatical and spelling errors)
• Must thrive in a diverse, high-paced, multi-faceted environment and be eager to contribute to a growing and evolving organization.
• Ability to organize complex tasks and prioritize and execute on multiple assignments
• Ability to handle sensitive and confidential information with discretion
• Ability to adapt and demonstrate flexibility in the face of change
• Shows the ability to manage multiple conflicting priorities without loss of composure
• Experience managing conflicting priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines
• Ability to proactively anticipate needs, foresee problems and prevent them by taking action
• Experience working as a competent member of the team actively supporting group goals.

March 2021
BENEFITS
The Center for Economic Inclusion is an Equal Opportunity employer. We offer an inclusive, engaging, dynamic, and rewarding workplace; a competitive total compensation package; and an opportunity to contribute to one of the most meaningful issues of our regions' future.

Compensation: The starting salary range for this position is $65,000 - 70,000 and is complimented by a full suite of benefits, including health, dental, vision, life, STD, and LTD insurance; mobile phone, wellness and transportation benefits; paid time off and retirement savings match. A salary commensurate with experience will be offered to compliment these to the successful candidate’s experience.

To apply for this job: Submit a cover letter, resume and three professional references to jobs@centerforeconomicinclusion.org. The Subject Line should state: “Executive Assistant – Impact and Accountability.” Incomplete applications will not be considered. No calls please. Candidates whose profiles align with our need will be contacted. This position will be open until filled.