OPEN POSITION: Executive Assistant, Business Operations

The Executive Assistant is an accomplished leader with a proven commitment, understanding, and application of racial equity and inclusion. This role supports the efficient and accurate operation of Business Operations in our work to advance inclusive economic growth and close racial wealth gaps throughout the region.

ABOUT THE CENTER

The Center for Economic Inclusion (the Center) is in relentless pursuit of an economy that works for everyone. We work to close racial employment, income, and wealth gaps, and building racially inclusive and equitable regional economies, by equipping public- and private-sector leaders and employers with the knowledge and tools to build and scale anti-racist workplaces in shared accountability with Black, Indigenous, Latinx, and Asian people to close racial wealth gaps and build racially equitable and inclusive regional economies.

Founded in 2017, the Center is the nation’s first organization dedicated exclusively to strengthening public- and private-sector civic infrastructures and collective capacity to disrupt systems and influence market forces while advancing an inclusive economy.

The Center’s team is organized into six closely related departments to serve our clients, partners, and communities:

- Innovation, Policy & Research
- Employer Services & Consulting
- Engagement & External Relations
- Fund Development
- Business Operations
- Marketing & Business Development

HOW WE WORK & WHY YOU SHOULD WORK HERE

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 and experiences 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, nurture it, and believe in the power of career pathways within the Center.

We look for talented individuals who exhibit our values, and we strive to cultivate an environment that harnesses the collective power of these values, traits, and the expertise that each team member brings in pursuit of our mission:

- Love
- Shared Leadership
- Humbly Confident Learners
- Shared Power
- Shared Accountability
POSITION DESCRIPTION
The Executive Assistant supports the efficient, accurate and thorough operations of the Business Operations and Administrative leadership and teams. The Executive Assistant cultivates a supportive and highly responsive relationship with the Vice President of Business Operations to create a platform for efficient support services, project management, and coordination.

KEY RESPONSIBILITIES

Strategy & Vision

Administrative Support
- Work closely with the Vice President of Business Operations to provide daily administrative, scheduling, and office support and coordination.
- Assist with administrative accounts payable and accounts receivable functions via Bill.com
- Create and update financial reports and records
- Provide administrative support to members of the departments and on-call support for CEO in partnership with Executive Assistant to the CEO.
- Prepare and distribute meeting minutes for finance committee, and other assigned meetings
- Draft correspondence, makes copies, office organization and data entry
- Interface with key partners on behalf of Vice Presidents
- Assist in updating and documenting organization policies and procedures
- Perform other special projects and administrative duties as they arise

Project Management & Coordination
- Provide finance and operations project management support including:
  - Daily entry, coding of accounts payable (Bill.com) and accounts receivable, petty cash, and deposits into the general ledger (QuickBooks), CRM (Salesforce),
  - Manage employee reimbursable expense management via Tallie.com
  - Reconcile employee benefit invoices to payroll records
  - Coordinate racially diverse and fiscally responsible office vendor relationships to meet organizational needs (office furniture, floral, refreshments, catering, IT, building management, etc.)
  - Maintain CEI fixed asset and inventory systems
  - Ensure all contracts are completed in accordance with policy and properly filed
- Provide project management support for talent recruitment including
  - Post job advertisements on relevant, selected recruitment sites and partner with Communications department to promote via
  - Communicate directly with job applicants and job candidates
  - Coordinate scheduling of phone screens and job candidate interviews
  - Create and coordinate orientation schedule for new hires
  - Prepare materials for employee onboarding guides
- Provide project management support for employee onboarding and support services including
  - Assist in onboarding of new hires
 Assist in benefits administration and maintenance
Support Director in maintaining employee personnel files and conducting ongoing audits
Assist in compiling information to ensure agency compliance

• Provide project management support for internal systems development and maintenance including:
  • Assist in the development, employee onboarding, and quality assurance for online project management software (Asana), CRM, billing (bill.com), and payroll systems (Paychex) and other third-party systems and software.
  • Serve as Center liaison with contracted IT support firm staff ensuring a highly responsive tech support environment.
  • Ensure operation of equipment, tools and office technology by completing preventative maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment purchases, bids, and vendor relationship management

Office Management
• Maintain office environment and ensure all materials and serving items are presentable for guests.
• Develop and maintain efficient system for ordering office supplies, refreshments, office materials and furniture
• Coordinate office vendor relationships to ensure staff and office requirements are met (office furniture, floral, refreshments, catering, IT, building management, etc.)
• Maintains accurate and complete organization contract files, licenses, subscriptions, etc.
• Partner with other administrative team members to ensure appropriate organizational support and front desk coverage.

QUALIFICATIONS & EXPERIENCE
• Understanding of, and commitment to, the mission, vision, and values of the Center for Economic Inclusion
• Demonstrated understanding, commitment, and application of racial equity and inclusion principles
• Minimum 5 years of increasing responsibility in an administrative position or equivalent
• Exceptional computer skills with demonstrated proficiency using MS Office Suite (Word, Excel, PowerPoint and Outlook), Salesforce, Asana, and QuickBooks/Accounting Software.
• Must thrive in a diverse, high-paced, multi-faceted environment and be eager to contribute to a growing and evolving organization
• Ability to handle sensitive and confidential information with discretion
• The work of the Center changes as we continuously seek to have greater impact. Each member of the team must be adaptable to changes in job responsibilities as the nature of work changes to meet the demands of our environment
• Knowledge of internal control process and procedures to ensure proper management of all financial transactions
• Able to interact with senior level executives, both internally and externally
• Ability to organize complex tasks and prioritize multiple assignments
• Ability to work with a variety of teams and individuals
• Strong attention to detail and follow up skills
• Ability to handle sensitive and confidential information with discretion
• Strong verbal and written communication skills

Education
• Bachelor’s degree preferred

Reports to: Vice President, Business Operations

COMPENSATION & 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.

The starting salary range for this position is $65,000-$70,000 and is complemented by a full suite of benefits including health, dental, vision, life, STD, and LTD insurance; mobile phone stipend, wellness, and transportation benefits; and paid time off and retirement savings match.

TO APPLY:
1. Submit a cover letter, resume, and three professional references to jobs@centerforeconomicinclusion.org. Initial applications will be screened by May 24, 2022. This position will be open until filled.

2. The Subject Line should state: Executive Assistant, Business Operations.

Incomplete applications will not be considered.

No calls, please. Candidates whose profiles align with our needs will be contacted.