OPEN POSITION: Executive Assistant to the Founder & CEO

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 the office of the Founder & CEO and their 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

Under the direction of the Founder & CEO and in collaboration with the Chief of Staff, the Executive Assistant to the Founder & CEO is a full-time position designed to support and maximize the effectiveness and efficiency of the CEO’s engagement and time commitments, both internally and externally, in fulfillment of the Center’s mission and vision. This position screens and triages the CEO’s email with a particular focus on external and otherwise time sensitive emails, and ensures all emails are properly addressed. The Executive Assistant monitors the CEO’s communications platforms, and manages all aspects of the CEO’s complex calendar, schedule coordination and travel logistics using an agreed upon set of goals and priorities to assess each request and opportunity. The Executive Assistant serves as a primary point of contact for internal and external constituencies. The position is a strategic and facilitative one that requires a combination of focus and flexibility.

The Founder & CEO is a nationally recognized thought leader, and the Executive Assistant in consultation with the Chief of Staff, will also manage a fee-based speaking schedule. The ideal candidate is a highly experienced executive assistant, a creative problem solver who enjoys informed autonomy, a strong partnership with the CEO; and knowing that her/his gifts and talent are having a significant impact on not only the organization, but every customer, partner, and stakeholder we touch.

KEY RESPONSIBILITIES

Executive Support

- The ideal candidate works effectively and proactively in a dynamic, fast-paced executive suite.
- Oversees the CEO’s days by managing communication in and out as well as, taking a strategic approach to managing her calendar and appointments to create opportunities to maximize effectiveness of the entire executive team while addressing daily urgent requests.
- Oversees the CEO’s local and national speaking schedule; Coordinates travel arrangements, compiles documents for travel related meetings and prepares Travel and Expense reports.
- Must possess outstanding interpersonal and communication skills as this is a forward-facing role and demonstrate sound judgment and discretion in handling confidential and sensitive matters.
- Must be able to focus on micro detail without losing sight of the macro picture, including monitoring and double-checking work and information for accuracy and quality.
- Knows and understands organizational priorities to better organize the CEO’s calendar and responsibilities, consult on changes and prioritize requests for time as needed.
- Provides a bridge for smooth communication between team members, and key partners; demonstrating leadership to maintain credibility, trust, and support with primary stakeholders.
- Anticipates, researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature.
- Works closely and effectively with the CEO to keep her well informed of upcoming commitments and responsibilities, following up appropriately.
• Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for leaders, many of which have organizational impact.
• Successfully completes critical aspects of deliverables with a hands-on approach, including advising the CEO of communication needs, light research, organizing agendas, drafting general correspondence many of which are confidential in nature; ensuring follow-through on organization matters and needs of outside partners; and other tasks that facilitate the CEO’s ability to effectively lead the organization.
• Prioritizes conflicting needs; anticipating issues, handling matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
• Creates and maintain files, databases, and spreadsheets.
• Performs other duties as required; Provides administrative support to other organizational leaders as needed and available.

Project Management & Coordination
• Responsible for partnering with Center staff and consultants to manage special projects which may include special event coordination, development and deployment of new tools and resources, capacity building and engagement efforts.
• Successfully completes critical aspects of deliverables with a hands-on approach, including advising the CEO of communication needs, light research, organizing agendas, drafting general correspondence many of which are confidential in nature; ensuring follow-through on organization matters and needs of outside partners; and other tasks that facilitate the CEO’s ability to effectively lead the organization.
• Creates and updates presentations including charts, tables, graphs, utilizing various software programs.
• Assist in maintaining comprehensive and accurate information in all systems via Asana Salesforce, Teams, and other tools

Board Support
• Partners effectively with CEO and senior leadership team to publish board and committee agendas, minutes and reports in a timeline that facilitates active learning and engagement of all parties.
• Work with the Chief of Staff to make all necessary arrangements for the board meetings and committee meetings; ensuring responsive communication, action, and follow-up; preparing and distributing all agendas, minutes, and related information relevant to these meetings in a timely and thoughtful manner.
• Maintain board intranet to ensure accurate and engaging web information portal.

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
• Minimum of five years of successful experience in an executive-level administrative support position, supporting a senior level executive.
• International Association of Administrative Professionals (IAAP) membership and/or bachelor’s degree in related field is desired
• Understanding of, and commitment to, the mission, vision, and values of the Center for Economic Inclusion
• 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
• Demonstrated organizational and project management skills with the ability to manage several projects successfully while also managing day to day priorities
• Exceptional computer skills with demonstrated proficiency using MS Office Suite (Word, Excel, PowerPoint, and Outlook), Salesforce, and Project Management software (Asana), and QuickBooks/Accounting Software.
• Exceptional verbal and written communication skills; exceptional proofing and editing skills.
• Strong attention to detail and follow up skills
• Must thrive in a diverse, high-paced, multi-faceted environment and be eager to contribute to a growing and evolving organization
• Entrepreneurial self-starter with the ability to work with minimal direct supervision
• Nimble and responsive task manager who enjoys managing a rapidly shifting calendar and workflow with a keen lens for priorities, values and personality
• High emotional intelligence and the ability to inspire trust in all situations
• 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

Education
• Bachelor’s degree preferred

Reports to: Founder & CEO

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 $68,000-$75,000 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. This position will be open until filled with applications screened weekly.

2. The Subject Line should state: Executive Assistant to the Founder & CEO.

Incomplete applications will not be considered.

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