



Executive Assistant Job Description

We are looking for a highly organized and proactive Executive Assistant to the President and CEO who will play a pivotal role in supporting our President and CEO. In this position, you will be the right-hand person to the CEO, understanding her needs, and proactively managing tasks to keep her focused and on track.

Duties/Responsibilities:

- Optimize our CEO's time by ruthlessly prioritizing her calendar and commitments.
- Re-prioritize and pivot effectively when needed, causing as little disruption and distraction as possible.
- Help all humans who interact with our CEO feel like they're valued, even (and especially!) when you need to say "no" or push back.
- Collaborate with our CEO to create the most effective frameworks to organize her work, commitments and calendar.
- Proactively propose new solutions when you see that those systems are no longer working effectively.
- Act as a thought partner to the President and CEO
- Support the events and meetings our CEO attends by being as valuable as possible. This may mean facilitating the preparation work (communicating the purpose of the meeting, creating the agenda, gathering any preparation materials); scribing the meeting; sending out commitments and notes to owners afterward.
- Partner with other senior leaders and executive assistants to provide administrative support for key meetings including strategic planning; alignment and prioritization meetings, and meetings with key affiliates and supporters
- Act as the primary liaison for the National Board of Directors: creating a flawless Board Book and materials, coordinating logistics, shepherding committees, and pulling many moving parts together to create a cohesive Board meeting experience
- Schedule Board meetings and Board committee meetings in coordination with the Board chair, committee chairs, and President/CEO
- Take accurate minutes for various meetings
- Draft and edit occasional correspondence on behalf of the CEO, in her voice.
- Coordinate senior leadership retreats by organizing travel, logistics, venues, food, etc.
- Own ad-hoc projects as assigned by our CEO.

Why should you apply?

- You have at least 5 years of experience as an Executive Assistant, supporting a CEO/President or C-Suite leader.
- (Experience in a non-profit organization would be a huge plus for us.)
- You're excited to go into our HQ (in New York City, NY) at least 2 days a week in addition to occasional offsite travel with the CEO/President.
- You're able to occasionally be available outside of standard hours, to assist the President/CEO with travel and/or other needs as they arise
- Communication is your superpower - you impress others with your style, thoroughness, and frequency of communication through email, call, video, chat, you name it!
- Even the smallest details don't pass by you. Your coworkers have described you as more organized and detailed than all others.
- You have experience tackling ambiguous special projects - you can take an idea and turn it into action.
- You've created noteworthy relationships with your internal and external partners and earned yourself a reputation of being one of their favorite people to work with.
- You have a tried and true, high-touch method for keeping the CEO's schedule moving smoothly in a hybrid environment.
- You operate with a high level of agency, and are comfortable navigating ambiguity to make sound decisions.
- You have been accountable for confidential and sensitive information, and handled it with skill and discretion.
- You can demonstrate your skill in picking up new tools quickly and becoming a self-sufficient power user.
- You have examples of having uncomfortable conversations, pushing through with grit such as pushing back, giving feedback, and admitting a mistake with humility and vulnerability.
- You have excellent interpersonal skills, with the ability to interact confidently with stakeholders at all levels.
- You have superior written and spoken language skills
- You are committed to the mission, vision, and values of Girls Inc. and you know you can help the CEO ensure a better future for girls who have incredible potential, but limited opportunities.

Starting Annual Salary Range: \$75,000 - 85,000

About Girls Inc.

Girls Inc. Benefits:

- 2-day hybrid work schedule out of our New York City office

- Vacation, Sick, & Personal Time + 11 company holidays
- Healthcare, vision, and dental insurance
- TASC Card (HRA benefit) provided by Girls Inc.
- 401(k) available with up to a 5% employer match
- Wellness Stipend
- Fun, friendly office environment
- Professional development opportunities

OUR MISSION

To inspire all girls to be strong, smart and bold.

OUR VALUES

The Girls Inc. Strategic Plan, Leveraging the Network and the Brand, reaffirmed the values that underlie our work:

- Respect the dignity of each human being.
- Recognize and support the strength in every girl.
- Appreciate, embrace, and advance diversity.
- Drive for results anchored in accountability.
- Operate collaboratively.

OUR COMMITMENT TO DIVERSITY AND INCLUSIVENESS

Diversity and inclusiveness is defined as the acceptance, tolerance, honoring and valuing differences in culture, lifestyles, heritage, and knowledge. This includes all the similarities and differences that make us diverse internally, externally, or situationally and may include, but not be limited to: age, appearance, communication style, economic status, educational background, employer, gender identification, geographic location, job type/title, language, race/ethnicity, learning style, management status, marital status, mental abilities, nationality, parental status, physical abilities, political affiliation, religion, seniority/tenure, sex/gender, veteran status, work experience, or work location.

Link to application

<https://recruiting.paylocity.com/recruiting/jobs/All/3e32b4c0-d5e9-4465-a08d-53725b4f85ea/Girls-Inc>