



The Afterschool Alliance is a nonprofit advocacy and public awareness organization based in Washington, D.C., working to ensure that all children and youth have access to quality afterschool programs.

The Executive Assistant provides program and administrative support for the Executive Director in the Washington, D.C., office of the Afterschool Alliance. The position offers a wide range of exposure and experiences, and requires an enthusiastic and detail-oriented individual possessing initiative and judgment.

Responsibilities include but are not limited to:

- Preparing and editing correspondence, communications, presentations and other documents;
- Filing and retrieving documents and reference materials;
- Conducting research, assembling and analyzing data and logistics to prepare reports, documents and briefing materials to prep for meetings;
- Managing, scheduling, and maintaining the Executive Director's calendar and travel arrangements;
- Arranging, scheduling, and coordinating meetings and events;
- Recording, transcribing and distributing minutes from Board meetings and events;
- Monitoring, responding to and distributing incoming communications;
- Receiving and interacting with visitors;
- Answering and managing incoming calls for the Executive Director and occasionally for the office;
- Serving as a liaison to the staff at all levels;
- Coordinating project based work;
- Reviewing operating practices and implementing improvements where necessary;
- Collecting and compiling all information for reports to the Board of Directors and year-end review;
- Assisting in organizing Board of Director meetings, including reports, correspondence and logistics;
- Assisting colleagues with various research, development, policy or communications projects;
- Editing and proof reading materials;
- Managing the office and conference room calendars;
- Representing the organization at meetings or conferences; and
- Other administrative duties as needed.

**Qualifications:** The Afterschool Alliance offers a well-balanced work environment with a supportive and growing team and opportunities for advancement. Candidates must have a bachelor's degree. Candidates must self-motivated and have strong proofing, editing, oral communications, and organizational skills. Confidentiality and attention to detail and accuracy is essential. Given the fast paced nature of the office, and the regular interactions with Board members and other high level individuals, professionalism,



## Afterschool Alliance

flexibility, strong judgment and decision making as well as trouble shooting and problem solving skills are critical to success in the position. Candidates should have excellent interpersonal skills, be proficient in MS Office Suite and should be able to manage multiple projects under tight deadlines. Candidates must work well in a team setting. Salary commensurate with experience, excellent benefits, including health insurance, life and short and long-term disability insurance, a 403(b) retirement program, flexible spending accounts and generous vacation, sick leave and holiday schedules. Please send cover letter, resume, and references to [info@afterschoolalliance.org](mailto:info@afterschoolalliance.org).

***The Afterschool Alliance is an equal opportunity employer.***