

## **JOB ADVERTISEMENT**

### **Core Functions**

- Administration
- Strategic Program Support

**Classification:** Regular exempt, full time, 40 hours per week

### **Summary**

The “Special Assistant to the Executive Director” position is ideal for a recent bachelors degree graduate with a strong interest in nonprofit management. *Primary Duties:* Provide administrative and strategic support to the Executive Director. *Secondary Duties:* Coordinate all Board of Directors related efforts, including meetings, reports and governance; manage staff calendar and coordinate staff & senior team meetings.

### **Responsibilities and Tasks**

Provide administrative and strategic support to the Executive Director:

- Manage schedule, including daily calendar and contacts
- Organize preparatory and logistical materials for local and out-of-town meetings and events

Assist Executive Director with managing prioritized projects and executing administrative tasks, such as:

- Draft correspondence to allied organizations, Congressional staff and prospective funders
- Draft presentations and remarks
- Proofread and edit letters, memos and other official communications to Members of Congress, funders, strategic partners and stakeholders
- Serve as Executive Director’s liaison to staff

Coordinate all Board of Directors-related efforts:

- Manage board and committee calendars
- Prepare and execute materials and logistics for three annual board meetings, plus interim committee meetings & reports
- Writing board reports, work plans, year-end review and related materials
- Managing contracts with hotels, restaurants, meeting venues, and other vendors
- Keeping up to date records of board decisions, participation, projects and other relevant matters
- Coordinate board member attendance and participation in special events and projects related to the Afterschool Alliance’s work

Support the Afterschool Alliance Staff:

- Manage staff calendar
- Coordinate staff and management team meetings
- Represent the Alliance at professional conferences, through public speaking/presentations, and at events and briefings
- Additional projects as necessary

## **Knowledge, Skills and Abilities**

Candidates must demonstrate:

- Passion for the Afterschool Alliance's mission
- Initiative, professionalism, flexibility and strong judgment
- Ability to manage multiple projects under tight deadlines and prioritize work
- Sound problem-solving and troubleshooting skills
- Strong proofing, editing, oral communications and organizational skills
- Confidentiality and attention to detail and accuracy
- Excellent interpersonal skills
- Proficiency in MS Office Suite, particularly Outlook, Word, PowerPoint and Excel
- Comfort with adapting to new technology and online platforms such as Basecamp, Salesforce, and/or Adobe Connect
- Collaborative nature and ability to work well in teams
- Ability to spot gaps on a team and work with management or on your own to fill those gaps

## **Minimum Qualifications**

- Bachelor's degree
- Detail-oriented
- Passion for the Afterschool Alliance's mission
- Demonstrated professionalism
- Eagerness to learn

**Professional Level:** Entry level

**Compensation:** Commensurate with experience

**Benefits:** Afterschool Alliance provides health insurance partly funded by employer, applicable self-funded employee benefits, accrued vacation and sick leave, and paid holidays as listed in the employee handbook.

**How to Apply:** To apply for this position send your resume, a cover letter describing your interest and qualifications, a writing sample 1-3 pages, and three professional references to [hr@afterschoolalliance.org](mailto:hr@afterschoolalliance.org).

***Afterschool Alliance reserves the right to update position description and responsibilities as needed.  
Equal Opportunity Employer***

Visit our website [www.afterschoolalliance.org](http://www.afterschoolalliance.org)