

Special Assistant to the Executive Director

Core Functions

- Administration
- Strategic Program Support

Classification

Exempt, Full time Employee
40 hrs per week

Summary

The “Special Assistant to the Executive Director” position is ideal for a recent bachelors or masters degree graduate with a strong interest in nonprofit management. Primary duties include providing administrative and strategic support to the Executive Director, and secondary duties are comprised of coordinating all Board of Directors related efforts, including meetings, reports and governance, managing staff calendar and coordinating staff & management 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:
 - Drafting correspondence to allied organizations, Congressional staff and prospective funders
 - Drafting presentations and remarks
 - Proofreading and editing letters, memos and other official communications to Members of Congress, funders, strategic partners and stakeholders
 - Serving 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.
- Assist Afterschool Alliance staff with content-specific projects, which may include projects such as: reviewing grant proposals, writing blog posts, or developing webinars on a specific topic

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

Compensation and terms

Commensurate with experience. This position is supported with health insurance partly funded by employer, and applicable self-funded employee benefits. Organization provides 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, and three professional references to hr@afterschoolalliance.org.

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