Position: Executive Assistant and Special Projects Manager  
Reports to: President & CEO  
Status: Full-time Exempt  
Start Date: Fall 2020

The Job
The Opportunity Network (OppNet) is looking for a driven and highly motivated Executive Assistant and Special Projects Manager to perform a range of high-level administrative responsibilities to maximize the President & CEO’s time and effectiveness. The ideal candidate will possess the ability to interact with staff at all levels in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism. The position requires strong organizational and time management skills, as well as the ability to drive numerous projects and deliverables, and must be able to properly prioritize tasks. Further, the position also requires initiative, inquiry, and sound decision making while working with the President & CEO, senior managers, and other stakeholders.

The Organization
Since 2003, The Opportunity Network has ignited the drive, curiosity, and agency of students from historically and systematically underrepresented communities to connect them to college access and success, internships, career opportunities, and personal and professional networks. Our two core programs, OppNet Fellows and Career Fluency® Partnerships, are anchored in our proprietary Career Fluency® curriculum, which articulates the necessary skills and mindsets for college and career readiness. All of the work OppNet leads is in service of realizing our vision of a nation connected through vibrant communities and networks actively in pursuit of social justice and educational equity – a nation where all young people can freely create their own path to enduring success that honors their passions, ambitions, and full identities.

The Person
The ideal candidate will personally connect to the important work we do and value diversity, equity, and inclusion (DE&I) across the organization. The candidate will demonstrate DE&I values by actively participating in all organizational-wide learning sessions and self-reflection as well as working with others to enact changes that contribute to meeting the organization’s DE&I goals. The candidate should possess maturity and discretion, organization and attention to detail, energy and initiative, the ability to prioritize and complete a variety of tasks on time, and a willingness to work on a wide range of assignments.
Responsibilities

Administrative

- Manage President & CEO’s calendar and schedule meetings
- Coordinate meeting and conference logistics – securing locations, distributing information, following specified budgets, ordering related meeting essentials, administering payments, etc.
- Coordinate travel and accommodation arrangements
- Track, prepare, and reconcile monthly expense reports for the President & CEO
- Complete various administrative tasks as needed – purchasing gifts, data entry, updating documents, creating surveys, etc.
- Manage daily operations of the office of the President & CEO including drafting memos, information management, drafting presentations, updating contacts, conducting research, and handling information requests

External Relations

- Interface with Board of Directors, manage board correspondence and communication, and track quarterly board meeting RSVPs and attendance
- Assist the President & CEO with the creation of the board packets, including formatting, editing, and distributing
- Coordinate logistics for meetings of the Board of Directors, including quarterly Board meetings, periodic Board Committee meetings and annual Board retreat
- Assist with planning and coordinating visits from special guests and related events
- Work closely with Programs and Strategic Advancement teams to coordinate VIP engagements

Special Projects

- Support the Strategic Advancement team in event planning, including annual Night of Opportunity
- Conduct thorough and consistent follow up with senior managers on projects prioritized by the President & CEO
- Update and track delegated tasks to ensure progress to meet established deadlines for long- and short-term projects across teams/departments
- Formulate systems and processes that effectively streamline important information sharing between senior managers and the office of the President & CEO
- Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; solving problems; and adjusting to plans

Qualifications and Competencies

- Associate’s degree or higher from a U.S. accredited college/university
- Minimum of three (3) years recent office experience as an executive assistant in a fast-paced, high-standards environment
- Demonstrated skill set in project management, including:
  - ability to keep a project moving toward successful completion
- awareness of budget parameters
- ability to set and meet deadlines
- understands how metrics and competencies are connected to various projects
- effective cross-departmental communication
- detail oriented
- outstanding organizational skills
- creative and critical problem-solving skills

- Clear verbal, interpersonal and written communication skills
- Experience using Microsoft Suite (Word, Excel and PowerPoint) and Google Suite (Gmail, Docs, Sheets, Calendar, and Forms)
- Capable of “managing up” to ensure deadlines are met
- Strong ability to administer multiple projects simultaneously and prioritize workload
- Ability to handle sensitive situations and confidential information with maturity and discretion
- A team player with a strong work ethic and consistent follow-through
- Availability and willingness to work select evenings and some weekends
- Excellent research and problem-solving skills
- Possess the ability to work independently, self-motivated, proactive and detail oriented
- Proven ability to juggle multiple projects and drive toward deadlines
- Ability to foresee, identify, and resolve problems quickly and strategically
- Comfort in team-oriented environment based on open, transparent, and continual communication, information sharing and inclusive decision-making
- Excellent relationship management skills and the ability to work with various stakeholders (both internally and externally) at all organizational levels

**Salary**
Commensurate with experience, plus top-of-the-line medical benefits, retirement plan and vacation policy, accruable comp time and a great work environment.

**To Apply**
Please submit a resume and cover letter, outlining how your credentials relate specifically to the responsibilities and qualifications listed above, salary requirements, and earliest available start date to jobs@opportunitynetwork.org. Please put “Executive Assistant and Special Projects Manager 2020” in the subject line.