

### **Special Assistant to the President & Board Liaison (DC)**

At *Excelencia*, the Special Assistant to the President is part of the executive team and directly supports the President with special projects and events, internal and external communications, and provides executive administrative support, as needed. As Board Liaison this team member directly supports activities and interactions by the President and CEO with the Board of Directors and serves as the point of contact to the Board (and their staff) with timely communications about business and committee meetings and strategic planning sessions.

### **Work Environment, Salary, and Benefits**

Employees currently enjoy a flexible work environment, collaborating twice a week in our Washington, D.C. office and working remotely three days a week. The budgeted salary range for this role is \$75,000-\$90,000 annually, with a comprehensive benefits package including medical, vision, and dental insurance; paid annual leave, sick leave, and federal holidays; time off between Christmas and New Year's; a retirement plan with employer contribution, and support for professional development. The special assistant will join a high-performing team passionate about accelerating Latino student success in higher education by supporting transformational change at institutions to SERVE (not just enroll) Latino students. Colleagues are eager to offer help, figure things out together, and celebrate our wins while always striving for continuous improvement.

### **Responsibilities**

As a member of the executive team, the special assistant will:

- **Support President's special projects.** Serve as coordinator for key projects using project timelines established in coordination with the President. Advance implementation by staffing external meetings and serving as a point of contact to project partners, supporters and contractors. Support project development through planning, budgeting and strategic discussions with executives. Executes timely communications and project management reporting.
- **Board Liaison.** Serve as the main point of contact for the *Excelencia* board in coordination with the board chair and executives. Support the management and administration of all board-related business, including committees and retreats. Oversee all logistics for board meetings and events, handle all official communications to the board, and respond to any board questions or requests.

- **Event planning.** Handle logistics for external events, as requested by executives. Work closely with external consultants who plan most of *Excelencia's* events to provide support, communication, close adherence to timelines and plans.
- **Support organizational culture and communication.** Help facilitate internal communication by serving as conduit for the executives, managing internal events and activities, and facilitating open lines of communication between the executives and staff.
- **Support other projects as needed.** Be on hand to provide general support to the organization at the request of the executives.

#### **Required Skills**

- **Communication** - Demonstrate an ability to interact with institutional stakeholders at all levels confidently, graciously recognize their perspectives, and understand how to be a resource to them. Communicate to others in written and oral formats in a clear, concise, and compelling manner.
- **Customer service** - Ensure that individuals feel welcome and have a role to play. Empathize with the communities we serve and put people at ease, especially when there are lines of difference or power. Actively listen to understand people's needs and take steps based on that input.
- **Constituent engagement** - Communicate and connect with constituents to build and strengthen the constituent's experience with the organization in ways that are not solely transactional. High level of comfort engaging constituents in various ways (in-person, phone, virtual meetings).
- **Attention to detail** - Demonstrate an attention to detail that supports accurate, timely, and high-quality work. Able to address mistakes quickly and look for ways to prevent similar errors.
- **Prioritization and time management** - Efficiently manage a high volume of work and can plan backwards to meet deadlines. Experienced at keeping tasks from slipping through the cracks, juggling competing demands, and prioritizing without sacrificing quality. Have used Asana or similar software to do this.
- **Technical acumen** - Experience navigating technical environments similar to *Excelencia's* (Mac computers, Google Workspace, Microsoft Office, Zoom, and other web-based applications).

## **Qualifications**

- Bachelor's degree preferred.
- Minimum of five years providing executive level support preferred.
- Strong written, verbal, and technology skills. Mac computer proficiency and Microsoft Office products required, and Google tools, online communications, such as Zoom, and related tools preferred.
- Ability to prioritize tasks, effectively organize work flow, manage timelines and adhere to deadlines.
- Attention to details and accuracy.
- Flexible, able to multi-task, willing to pivot quickly to meet the needs of the executives.
- Professional demeanor, friendly, interacts well with internal and external stakeholders.
- Able to match the pace, needs, and demands of fast-moving executives.
- Good listener. Able to understand the internal dynamics at play and how to fit within the organizational culture.

## **Required Attributes**

*Excelencia* in Education seeks colleagues who can demonstrate the following:

- Commitment to improving college access and success for Latino students.
- Collaborative Proactivity - You think 3 (or 30) steps ahead to develop solutions, anticipate problems, and course-correct when needed. You seek and welcome guidance and contributions from others to make sure your efforts are in sync with them and acting in the best interest of the organization.
- Humility - You are humble before the work done by and for our community. You meet programs and institutions where they are and make sure you collaboratively support their work to intentionally serve Latino, and all, students.
- Ownership and Resilience - You care deeply about getting results. You take ownership and hold yourself accountable for your mistakes. You keep to standards even when things are hectic and bounce back from setbacks by turning each hurdle into a learning opportunity.
- Trustworthiness and Honesty - You follow through on commitments. You appropriately use organizational time and resources. You are truthful in written documentation and verbal interactions.

- Eagerness to Learn - You absorb information from your colleagues, your work, and from keeping up with industry information. If something doesn't make sense, you ask questions until it does, and you apply what you learn in your work.
- Flexibility and Adaptability - You are always ready to learn from unexpected opportunities and address obstacles. You approach work with a spirit of "yes" and adapt as things change, which they often do.
- Thinking critically to find solutions - You grasp the subtleties of complex issues and identify patterns in challenges. You don't stop at diagnosing problems; you come up with insightful, pragmatic, equitable, and sustainable ways to produce positive change.
- Builds team and partners - You intentionally seek to connect with others in and outside of the organization. You listen to understand people's needs and take steps based on that input.
- Spirit of possibilities - You firmly believe that we can all do things we've never done before and can stretch ourselves to achieve incredible results. You maintain an optimistic outlook and always look for ways to make ideas work before assuming they won't.

### **About Us**

***Excelencia in Education***. Launched in 2004 in the nation's capital, [Excelencia in Education](#) accelerates Latino student success in higher education by promoting Latino student achievement, conducting analyses to inform educational policies, and advancing institutional practices while collaborating with those committed and ready to close the equity gap in Latino college completion. *Excelencia* is building a network of results-oriented educators and policymakers to address the U.S. economy's need for a highly educated workforce and engaged civic leadership.

*Excelencia* is a growing, fast-paced nonprofit organization with a small and dynamic team deeply committed to its mission. Staff work in teams focused on research and policy, programmatic areas with institutions, and operational areas. The organization is jointly led by its co-founders, who serve as President and CEO.

### **To Apply**

Email your cover letter and resume to [Talent@EdExcelencia.org](mailto:Talent@EdExcelencia.org) with "*Excelencia* – Special Assistant" as the subject of the email.