



Executive Assistant

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 two co-founders, who serve as President and CEO.

This position. The Executive Assistant directly supports the President and CEO across all activities, from meetings and calls to correspondence, travel, and other administrative needs. This role also serves as liaison to the board, provides support for event planning, handles scheduling and travel for both the President and CEO, and assists with other projects as needed.

Responsibilities

- **Staff the executives.** Keep a fast-paced executive organized and on schedule. Enable the President to productively move through all meetings and activities. Take notes during calls, collect relevant information, and prepare correspondence. Be extremely responsive and adaptable, able to anticipate needs, prioritize tasks, and ensure the successful execution of all assignments.
- **Board liaison.** Serve as the main point of contact for the *Excelencia* board. Assist the board with travel needs, plan and oversee all logistics for board events, handle all official communications to the board, and be ready to respond to any board questions or requests. Get to know the board members and serve as a professional representative of the organization.
- **Support organizational culture and communication.** Help facilitate internal culture and communication by serving as conduit for the executives, managing internal events and activities, and facilitating open lines of communication between the executives and staff.
- **Event planning.** Handle all logistics for external events. Work closely with external consultants who plan most of *Excelencia's* events to provide support, communication, close adherence to timelines and plans, and to ensure that nothing falls through the cracks. Be on-site for events to assist with set up, greeting, take-down, and any other tasks as needed.
- **Scheduling and travel.** Manage the schedules for both the president and CEO, serving as the main contact for external individuals and internal colleagues. Ensure



balance and efficient use of time among competing demands. Be responsive, helpful, and gracious with all scheduling requests. Communicate regularly with both executives to understand their priorities and to ensure alignment on how to approach scheduling. Handle all travel needs and travel-related scheduling for both executives, from flights and transportation to hotel to coordination with counterparts at other organizations for presentations and engagement in events.

- **General administrative tasks.** Provide general office support for the organization as needed. This may include answering phones, greeting visitors, and working with the VP of Finance and Operations on any operational needs for new and existing staff.
- **Support other projects as needed.** Be on hand to provide general support to the organization at the request of the executives.

Qualifications

- Bachelor's degree preferred.
- Minimum of five years providing executive level support preferred.
- Strong written, verbal, and technology skills. Mac proficiency required and database skills preferred.
- Ability to prioritize tasks, effectively organize work flow, manage timelines and adhere to deadlines.
- Attention to 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.

What's Attractive to the Right Candidate?

- Our mission. We are building a powerful and wide sweeping movement to accelerate Latino student success in higher education, which in turn addresses the U.S. economy's need for a highly educated workforce and civic leadership.
- This is a pivotal time in our development. As a key member of the executive leadership team, you will play an active role in supporting the future success of *Excelencia*, improving our processes and ensuring we are set up for success in every area. If you find a better way, we want to know.
- This position gives you an opportunity to capitalize on a strong foundation with a demonstrated capacity to grow while using your skills and experience to shape the future of the organization.



- We offer a competitive compensation plan that includes medical, vision, and dental insurance; life insurance; tuition benefits; paid leave, sick time, and holidays; 403(b) plan; and more.

The position is full-time, exempt, based in Washington, DC, and offers excellent benefits. Salary based on qualifications and experience.

To Apply

Please reference the position of Executive Assistant in the subject line and send (1) a personalized letter describing your interest in and qualifications for this position, (2) a resume, (3) your salary history and requirements, and (4) names and contact information for at least 3 professional references, at least one of them a past or current supervisor, to JOBS@EdExcelencia.org.