



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
441 W Michigan St.
Indianapolis, IN, 46202

Tel: (317) 634-7546

girlsinc.org

Girls Incorporated POSITION DESCRIPTION

Job Title: Executive Assistant to the President/CEO

Reports to: President/CEO

Location: 120 Wall Street, New York

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people—trained staff and volunteers who build lasting, mentoring relationships; environment—girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming—research-based, hands-on and minds-on, age-appropriate, meeting the needs of today’s girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at www.girlsinc.org.

Function: The Executive Assistant to the President & CEO provides the core administrative support to the President & CEO, other national staff, and visitors by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive. The EA anticipates the President’s needs and uses systems to get the job done; the EA facilitates prep and follow-up for CEO's appointments, including coordination with appropriate staff for talking points, materials to be sent ahead/left behind; entering and updating contacts and notes in Salesforce, drafting thank you notes, pulling reports, etc.

Principal Responsibilities:

- Providing real-time scheduling support by booking appointments, scheduling, and preventing conflicts
- Making travel arrangements (including local travel), such as booking flights, cars, and making hotel and restaurant reservations for the CEO
- Maintaining polite and professional communication via phone, e-mail, and mail
- Anticipating the needs of the CEO and others in order to ensure a seamless and positive experience
- Acting as Liaison to the Board of Trustees:
 - Scheduling Board and Board committee meetings in coordination with the Board chair, committee chairs, and President/CEO
 - Compiling the Board Book; coordinating departmental contributions to the President’s report; supporting and working with Board members; coordinating with administrative staff at Board meeting sites to set up rooms and refreshments
 - Producing minutes for Board meetings
 - Maintaining Board rosters, calendar of meetings, and files

- Overseeing NYC office and functioning as liaison for supply orders and building management/tenant issues

Qualifications:

- Superior written and spoken language skills
- Excellent phone and computer skills. Proficiency in Microsoft Word, Excel, Salesforce, and Google required
- Bachelor's degree or equivalent required
- Significant prior administrative experience supporting a C-suite executive.
- Commitment to the vision and values of Girls Inc.
- Attention to detail, ability to maintain workflow on several simultaneous projects

Additional Qualities/Notes

- Good interpersonal skills, ability to work with all levels of staff and the National Board
- Strong problem resolution and negotiation skills; responsible, flexible, and energetic disposition
- Familiarity with the nonprofit environment a plus
- Office-based, but currently working remotely; anticipating phased return to office beginning early 2021
- Travel required for National Board and select meetings

Compensation: Minimum salary \$70,000 with generous benefits package; salary commensurate with experience

Interested applicants should submit a cover letter and resume to: humanresources@girlsinc.org. Please include Executive Assistant in the subject line. No phone calls, please.

Girls Inc. is an equal opportunity employer.