



Job Description: Executive Administrative Assistant

As the Executive Administrative Assistant you will provide nearly invisible support to the CEO and COO, acting with little supervision, anticipating needs while managing the day-to-day workflow and prioritizing various projects, which includes scheduling, contact management, preparing materials for meetings, and participating in a wide range of special projects. The Executive Administrative Assistant to the CEO and COO will perform, coordinate and oversee administrative duties while providing an extensive level of support. This will enable the CEO and COO to work more efficiently and effectively towards reaching the organization's growth goals.

Who We Are:

buildOn is breaking the cycle of poverty, illiteracy and low expectations through service and education. For the past two decades buildOn has mobilized urban youth to lift up their communities and change the world through volunteer service.

In buildOn's afterschool programs across the U.S., urban youth contribute intensive community service tutoring children, feeding the homeless and volunteering at senior citizen homes. buildOn takes these same students, many of whom have rarely traveled outside their own neighborhoods, to some of the poorest countries on the planet to build schools.

buildOn is now running after-school programs in 100 urban high schools across the U.S. where students have contributed nearly 1 million hours of service in their cities. We have also built 466 schools in some of the economically poorest countries on the planet. There are more than 73,000 children, parents and grand-parents attending buildOn schools every day. To learn more about buildOn visit www.buildOn.org.

Reports to: CEO and COO

Type: Full-time - Experienced

Start date: Immediate

Location: Stamford, CT,

Primary Roles & Responsibilities:

- Maintain the CEO and COO's schedule, including day-to-day and long-term management of meetings, projects, and priorities
- Schedule all meetings and travel, including prioritizing meetings and communicating all relevant details to participants
- Balance conflicting priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines
- Ensure CEO and COO are prepared for upcoming appointments by gathering materials necessary for each meeting
- Conduct, compile, and present research on potential funders, partners and other topics
- You'll work with buildOn staff to collect and assemble information for presentations, projects and strategic planning
- Serve as the first point of contact for a wide variety of high-level relationships between CEO, COO and external contacts
- Facilitate, build and monitor relationships including tracking contacts in database and managing follow-up
- Handle phone, email and postal mail inquiries and respond appropriately
- Draft and edit correspondence, articles, reports and presentations; transcribe meeting notes
- Coordinate and manage special projects, including working collaboratively with staff to assure projects meet deadlines
- Take on tasks to support the work of buildOn's programs and operations and overall mission
- Work as a member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals

Candidate Profile:

- Utilize analytical skills and demonstrate broad understanding of the business to effectively interpret and anticipate needs
- Exhibit sound judgment and the ability to make reasonable decisions in the absence of direction
- Works effectively without constant and direct supervision or guidance
- Demonstrate flexibility in the face of change
- Project a positive demeanor regardless of changes in working conditions
- Work effectively without constant and direct supervision or guidance
- Produce well thought-out, professional correspondence free of grammatical and spelling errors
- Interact professionally with stakeholders and associates at all times
- Promptly respond to requests with accuracy and a courteous demeanor
- Demonstrate an awareness of fundamental business principles of buildOn, as well as an understanding of the overall industry in which the business operates
- Display proficiency using standard office equipment such as a computer, fax, photocopier, scanner, etc.
- Demonstrate advanced proficiency by quickly adapting to new technology and easily acquiring new technical skills

Summary of Qualifications:

- You have proven organization and time management skills to complete a high volume of varied responsibilities in a fast-paced setting with excellent attention to detail and the belief that no task is too big or too small
- You have superb communication skills (oral and written) with a confident, concise, clear and compelling style
- Produce well thought-out, professional correspondence free of grammatical and spelling errors
- Proficient in all MS Office applications including, Word, Excel, PowerPoint
- Excellent relationship builder; able to demonstrate a high level of tact, discretion, and diplomacy with all internal and external stakeholders. Must also demonstrate ability to maintain confidential/sensitive information.
- Skilled in all aspects of planning and project management/Able to take an idea from concept to completion.
- Resourceful, strategic problem-solving ability with a fun, positive “can do” attitude and fun sense of humor
- You have earned a bachelor’s degree or equivalent

To Apply:

Send resume and cover letter with salary requirement to HR Manager Angie Espinal to angie.espinal@buildon.org

Benefits and Salary:

Salary for this position is competitive but based on budget size and resources. It also depends on prior experience.

buildOn is an Equal Opportunity Employer and seeks individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort. buildOn is an Equal Opportunity Employer. For additional information, please visit our website at www.buildOn.org