



**GENERATION CITIZEN
STRATEGIC ASSISTANT (EXECUTIVE OFFICE)**

Location: New York

ABOUT THE ROLE:

The Strategic Assistant is a key, respected role designed to partner with the CEO of Generation Citizen. The Strategic Assistant will serve as a “right hand” to the CEO, providing high-level executive support, acting as a primary point of contact for the CEO’s external communications, and executing strategic projects across a range of areas. The Strategic Assistant is responsible for maximizing the time and talents of executive leadership to advance the organization’s mission, including managing busy calendars and confidential communications with internal and external stakeholders, planning and preparing for a wide-range of high-profile meetings and events, and designing, managing, and executing special projects that advance the strategic priorities of the organization.

Working with Board members, partners and behind the scenes, this person will make a significant impact on the people you support as well as the whole of Generation Citizen. Collaborating frequently across multiple functional areas within the organization, the Strategic Assistant will also provide creative thought partnership to the CEO for advancing organizational goals. The Strategic Assistant will possess outstanding time management skills, with a proven ability to multitask, accomplishing diverse tasks in an effective and timely manner. This person will be able to execute on short-term, deadline-driven tasks daily, as well as important, long-term projects requiring collaboration with external stakeholders and/or cross-functional departments.

RESPONSIBILITIES:

Provide Executive Support

- Provide sophisticated calendar management for the CEO; prioritize multiple appointments while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Pull reports, data, and materials from across the organization for CEO use.
- Maintain key details for donors in Salesforce and other donor management systems.
- Manage expense reports for CEO expenses, and other executive office expenses, as necessary.
- Track the timelines of various internal and external projects on the CEO’s behalf, to ensure that deadlines are met and goals accomplished.
- Provide administrative support and logistics for virtual and in-person leadership retreats and meetings.

Coordinate CEO’s External Affairs

- Lead execution of high-priority webinars and events, including correspondence with panelists, invitations and the RSVP process, and day-of logistics; use technologies and systems as appropriate (e.g. Zoom and Pardot).
- Support CEO’s correspondence for events.
- Support CEO’s leadership and membership in various policy coalitions; attend and take notes in coalition meetings, as needed.
- Represent GC at select coalition meetings, webinars and events on behalf of the CEO and regional Executive Directors.



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- Collaborate with CEO and other senior staff on cultivating strategic partnerships

Manage National & Local Boards

- Support CEO and regional Executive Directors in National and Local Board reports and events
- Support National Board scheduling, correspondence, and meeting logistics

Special Strategic Projects

- Lead and/or support special projects and autonomous assignments, as required and in alignment with CEO's priorities.

QUALIFICATIONS:

- 3+ years of work experience, including at least one year directly supporting and partnering with senior leadership within a non-profit or campaign environment.
- Student and community leadership experience, preferred
- While all GC teammates are currently working remotely, this person should be based in New York, with an ability and willingness to commute to our office at 110 Wall Street, once fully reopened.

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A commitment to and passion for Generation Citizen's mission
- Excellent time management skills and an ability to stay organized while managing diverse tasks, activities, and projects
- Strong written and oral communication skills that are authentic and consistent; ability to maintain professionalism with diverse stakeholders
- Strong attention to detail, with ability to manage complex processes with a high degree of accuracy
- Ability to problem solve with creativity and flexibility
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment; and strong ownership of personal actions and team outcomes
- Process-oriented and capable of implementing and maintaining strong systems
- Strong ability to learn and use technologies and platforms (e.g. Zoom, Microsoft Office, Google Workspace)
- Commitment to handling confidential information in a discreet and non-judgmental manner
- Commitment to anti-racism and diversity, equity, and inclusion, with an ability to use these subjects as a lens for successful project management.

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. Our HR representative will reach out to qualified candidates to schedule a phone screen. **We appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have our new Strategic Assistant in seat by September 15. We encourage applicants to submit their applications early.