



GENERATION CITIZEN EXECUTIVE ASSISTANT

Location: Remote, with a preference to be located in one of GC's regions
(California, Massachusetts, New York, Oklahoma, Pennsylvania, Rhode Island, Texas)

ABOUT THE ROLE

Generation Citizen seeks an organized and self-directed Part-time Executive Assistant to the Chief Executive Officer to support the organization's day-to-day functions and schedule. The Executive Assistant for the CEO is a dynamic role that requires the ability to anticipate needs, think critically, offer solutions to problems, and communicate internally and externally with high confidentiality. The successful candidate has previous administrative support experience for executive-level leaders, excellent writing skills, and a knowledge of education, equity work, and political arenas.

The Executive Assistant will report directly to the Chief Executive Officer and work closely with the Chief of Staff to support short and long-term projects, daily deadline-driven tasks, and collaborate with external stakeholders and cross-functional departments as needed.

RESPONSIBILITIES

- Managing and prioritizing complex calendars, including scheduling meetings and resolving scheduling conflicts.
- Drafting and sending various forms of communications both internally and externally, including but not limited to email, memos, documents, presentation decks, and reports as requested or as circumstances dictate.
- Attending meetings, communicating agendas, taking detailed notes, and tracking action items.
- Providing one-on-one support to ensure the CEO can efficiently accomplish key tasks and company initiatives.
- Collecting, preparing, and circulating background information for meetings with staff and outside stakeholders
- Under the direction and guidance of the CEO and Executive Assistant, prioritizing inquiries and requests while troubleshooting conflicts; making judgments and recommendations to ensure smooth day-to-day engagements.
- Managing travel planning, expense reports, invoices, team events, and ad hoc projects as needed.
- Working with internal stakeholders to maintain streamlined processes.
- Composing correspondence and communicating on behalf of the executive office whenever necessary.

QUALIFICATIONS

- 2+ years of experience directly supporting executives with administrative tasks
- A strong multitasker with excellent communication skills and an upbeat, self-starter attitude
- Ability to work independently and as a member of cross-functional teams
- Exceptional organizational and time management skills, with strong attention to detail
- Strong interpersonal skills and ability to quickly build rapport with internal and external partners
- Comprehensive knowledge of Google GSuite Apps: Gmail, Calendar, Docs, Sheets, Slides
- Ability to work under pressure at times to handle a wide variety of activities and confidential matters with discretion

PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission



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- A strong relationship-builder, empathetic listener, and giver (and receiver!) of direct and supportive feedback to connect to, engage, and inspire others towards outcomes, as well as for personal growth
 - 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
 - A commitment to anti-racism and diversity, equity, and inclusion, with an ability to use these subjects as a lens for successful project management.
 - Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects
 - Strong written and oral communication skills and the ability to maintain professionalism with diverse stakeholders
 - Strong ability to learn, design, and use technologies and platforms, with an ability to support others in learning technologies and developing technological competencies.
 - Entrepreneurial spirit and skilled at working within a resource-constrained environment

HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The Talent team 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 Executive Assistant on staff by **October 1, 2022**. We encourage applicants to submit their applications early.