



**Rooted in
Humanity**

Position: Executive Assistant, Executive Office

Profile

We are seeking an experienced and highly organized **Executive Assistant** to support the **President & CEO, Governance Manager, and Sr. Director for Capacity Building**. This role plays a critical part in ensuring the smooth operation of the Executive Office by providing **administrative support, project management, and team coordination**.

The ideal candidate is a **skilled communicator, problem-solver, and multitasker** who thrives in a fast-paced environment. They must be adept at managing complex schedules, handling confidential information with discretion, and liaising with Board members, community leaders, and internal stakeholders.

Key Responsibilities:

Executive Administrative Support:

- Manage and optimize calendars for executive leaders, ensuring efficient time and priority management.
- Organize and prepare materials for internal and external meetings, including scheduling, participant coordination, and logistics.
- Handle travel arrangements, expense reporting, and financial reconciliations for the Executive Office.
- Coordinate mail collection, document management, and correspondence handling.

Project & Event Coordination:

- Lead and track various Executive Office projects, ensuring timely execution.
- Provide project management support for **C-Suite leadership**, ensuring cross-team alignment.
- Organize executive-level meetings and events, managing logistics such as catering, venues, and technology needs.
- Maintain timelines, track action items, and follow up on key deliverables.

Professionalism & Confidentiality:

- Represent the organization with professionalism, discretion, and a commitment to **diversity, equity, and inclusion**.
- Maintain confidentiality in handling sensitive information related to organizational strategy and governance.
- Uphold organizational policies and procedures while demonstrating initiative and proactive problem-solving.

Required Qualifications & Skills:

- **Proven experience** in an executive assistant or high-level administrative support role.
- Strong proficiency in **Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)** and virtual meeting platforms (**Zoom, Teams**).
- Familiarity with **presentation tools such as Canva** is a plus.
- Exceptional **written and verbal communication** skills.
- Ability to **manage multiple priorities**, anticipate needs, and work independently.
- Strong **problem-solving skills** and attention to detail.
- Commitment to the organization's **mission, vision, and racial equity values**.

Cultivating a staff team that embodies the diverse experiences of the Greater Washington region is essential to our mission and values. We strongly and sincerely encourage applications from people of color/of the global majority, immigrant, multilingual, and multicultural individuals; people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

Salary: \$100,000 - \$110,000

Why Join Us?

This is an exciting opportunity to contribute to an impactful organization while working closely with executive leadership. If you are a proactive, detail-oriented professional who thrives in a dynamic environment, we encourage you to apply.

How to Apply

To apply for the **Executive Assistant, Executive Office position**, submit your application via the link below after reading the information below.

To complete the application, you will need to upload the following:

1. Your resume (please do not include a cover letter)

You will also need to respond to the following questions.

1. Can you walk us through a time when you managed a complex project from start to finish. How did you get group buy in, build consensus, etc? How did you ensure deadlines were met, and what challenges did you encounter?
2. In this role, you'll need to juggle multiple tasks for executive leadership. How do you prioritize urgent versus important tasks, and can you give an example of a time when you had to adjust priorities on short notice?

[APPLY HERE!](#)