

Assistant to the Executive Director

Application Deadline & Materials

To apply, please submit the following materials to info@afterschoolalliance.org by 5:00 pm on April 15, 2016. Please feel free to contact us with questions.

- Resume (one page max.)
- Cover Letter (one page max.)
- Three References
- Essay Responses ([see form](#))

Core Functions Administration & Strategic Program Support

Supervisor Executive Director

Classification Full-time; Entry-level

Schedule 40 Hours

Travel 2-4 times per year

Summary

The Afterschool Alliance is a nonprofit organization dedicated to raising awareness of the importance of afterschool programs and advocating for quality, affordable programs for all children.

We are currently seeking an "Assistant to the Executive Director." This entry-level, administrative position is ideal for a recent graduate just beginning of his/her career, with an interest in nonprofit management or public policy, and with a passion for the Afterschool Alliance's mission.

Primary Duties Provide administrative and strategic support to the Executive Director

Secondary Duties:

- Coordinate all Board of Directors-related efforts, including meetings, reports and governance
- Manage staff calendar and coordinate staff & senior team meetings

Responsibilities & Tasks

- Provide administrative and strategic support to the Executive Director:
 - Manage schedule, including daily calendar and contacts
 - Organize preparatory and logistical materials for local and out-of-town meetings and events
- Assist Executive Director with managing prioritized projects and executing administrative tasks, such as:
 - Drafting correspondence to allied organizations, Congressional staff and prospective funders
 - Drafting presentations and remarks
 - Proofreading and editing letters, memos and other official communications to Members of Congress, funders, strategic partners and stakeholders

- Serving as Executive Director's liaison to staff
- Coordinate all Board of Directors-related efforts:
 - Manage board and committee calendars
 - Prepare and execute materials and logistics for three annual board meetings, plus interim committee meetings & reports
 - Writing board reports, work plans, year-end review and related materials
 - Managing contracts with hotels, restaurants, meeting venues, and other vendors
 - Keeping up to date records of board decisions, participation, projects and other relevant matters
 - Coordinate board member attendance and participation in special events and projects related to the Afterschool Alliance's work
- Support the greater Afterschool Alliance Staff
 - Manage staff calendar
 - Coordinate staff and senior team meetings
- Represent the Alliance at professional conferences, through public speaking/presentations and staffing the Alliance exhibit booth, and at events and briefings

Knowledge, Skills & Abilities

- Candidates must demonstrate:
- Passion for the Afterschool Alliance's mission
- Initiative, professionalism, flexibility and strong judgment
- Sound problem-solving and troubleshooting skills
- Strong proofing, editing, oral communications and organizational skills
- Confidentiality and attention to detail and accuracy
- Excellent interpersonal skills
- Proficiency in MS Office Suite, particularly Outlook, Word, PowerPoint and Excel
- Comfort with adapting to new technology and online platforms such as Basecamp, Salesforce, and/or Adobe Connect
- Ability to manage multiple projects under tight deadlines
- Collaborative nature and ability to work well in teams

Minimum Qualifications

- Bachelor's degree
- Detail-oriented
- Passion for the Afterschool Alliance's mission
- Demonstrated professionalism
- Eagerness to learn

How to Apply

To apply, send your cover letter, resume, and professional references and [this essay response form](#) to info@afterschoolalliance.org.