



Executive Assistant:

Supporting Chief Strategy Officer & Chief Information Officer

Reports to: Nelson Gonzalez, Chief Strategy Officer and Helen Zane, Chief Information Officer

About Us:

The Stupski Foundation is a private, not-for-profit operating foundation whose mission is to improve life options for children of color and poverty through transformation of the public education system. We do so by fostering innovation in education that will prepare students for college, meaningful work and life in today's highly complex and competitive global marketplace. We are located in San Francisco, California with an annual budget of approximately \$15 million and 27 full-time staff, with plans for expansion.

About the Position:

The Executive Assistant (EA) will provide senior-level administrative support to the Chief Strategy Officer (CSO), Chief Information Officer (CIO) and members of their Teams as necessary. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a small office of diverse people and programs.

The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important. The EA will also work collaboratively with other EA's and administrative staff in supporting the work of the foundation.

Responsibilities:

- Be responsible for heavy calendar management, requiring interaction with both internal and external partners.
- Review and summarize reports and documents; prepare background documents as necessary.
- Compile research and literature on education related topics and disseminate to client group.
- Research and analyze routine administrative projects for the CSO and CIO; prepare first draft reports on routine administrative matters.
- Receive and distribute incoming mail; review and evaluate mail to identify those items requiring priority attention of the CSO and CIO and other team members.
- Work as a part of a team of Executive Assistants (EA's) to create seamless support and scheduling coordination for foundation executives and the program team.
- Primarily prepares expense reports and completes credit card and travel card reconciliations.
- Arranges, participates in, and implements, as directed, conferences and meetings including facilities, catering, issuing information or invitations, coordinating speakers.

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- Attends and participates in internal and external meetings as requested, maintaining open communication between the executive team and other personnel.
- Assists in contract preparation and invoice processing.
- Develops and maintains inter-office systems for ensuring effective and efficient communication and flow of work (including, but not limited to, electronic filing and tracking mechanisms).
- Assesses the urgency and importance of situations and takes appropriate action.
- Manages projects as requested.
- Provides back-up to the Foundation's Receptionist & other Executive Assistants (EA's).

Qualifications and Abilities:

- Minimum Bachelors degree preferred.
- Minimum five years professional experience supporting senior level managers in a team environment.
- Can thrive and add value in a very fast-paced environment and with clients who travel a great deal and manage complex work.
- Pays great attention to detail and accuracy.
- Is proactive, strategic and thinks through to the possible ends of engagements/situations/plans with which she/he is dealing, adjusting course accordingly.
- Understands the unique relationship between EA and executive.
- Has experience dealing with high-level partners and understands the art of personal/institutional diplomacy.
- Excellent technical skills with MS Office: Outlook, Word, PowerPoint, Excel and Microsoft Project. Gmail, Google Calendar, Google Docs, and Mac Platform a plus.
- Must be proactive and able to manage up. Ability to add value to the Program team by asking appropriate questions, identifying what should be done, and taking appropriate action.
- Exceptional organizational and multi-tasking skills.
- Outstanding verbal, written and interpersonal communication skills. Ability to write clearly and succinctly; is a competent proof-reader.
- Knows how to establish relationships with team members and gain their trust and respect.
- Sets high expectations for personal and organizational standards and achievement.

To Apply:

If you would like to apply, please send your resume and a cover letter to careers@stupski.org. Indicate "EA to CSO and CIO" in the subject line of the email for the fastest consideration. In your cover letter, please comment on how your skills and experiences are a good match for this position. Also comment on the personal qualities that you bring to the work environment as well as your salary requirements.

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