

Executive Assistant

Job Description | 2021

IGNITE Worldwide is the answer to achieving gender equity in STEM. We work directly with educators during the school day to provide programming that promotes STEM education and career advancement for girls* from historically marginalized communities. Through our award-winning program we connect students with STEM professionals who live and work in their communities to promote interest, education, and career opportunities in STEM fields.

** We welcome any student who identifies as female, nonbinary, transgender, or agender. Our mission is focused on supporting underserved and marginalized youth, to encourage greater gender and racial diversity in STEM classes, clubs, opportunities, and careers.*

Job Description The IGNITE Worldwide leadership team is searching for a qualified, motivated, and experienced Executive Assistant. Candidate should be a self-starter, confident in working independently, and highly organized. Position will report directly to and support the CEO and other leadership staff. This is a permanent position with the opportunity to train-up.

Location Remote

Employment Type Full-Time, Exempt

Work Schedule Mon.-Fri., Business Hours

Compensation \$40,000 - 45,000/year, DOE

Experience

- Assistant at executive level: 5+ years (required)
- Working in non-profit environment: 3 years (preferred)
- Calendar management: 3 years (preferred)
- Managing and facilitating a large volume of email replies: 3 years (preferred)
- Microsoft Office: 5+ years (preferred)

Qualifications

- Associates degree required; 3-5 years of experience in an administrative role; or an equivalent combination of knowledge and experience; familiarity with the non-profit sector.
- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work.
- Excellent communication skills, both verbal and written; demonstrated writing and analytical skills. Demonstrates advanced editing skills and organizational skills.
- Excellent organizational skills, commitment to accuracy and attention to detail.
- Good judgment and ability to function independently.
- Ability to manage up, handle sensitive and confidential situations with diplomacy, tact and maturity.

- Demonstrates proficiency with multiple systems including Microsoft Office, Zoom, Google Drive, and other relevant technological resources. Experience with Salesforce, Wordpress, and social media channels preferred, but not required.
- Is able to maintain an atmosphere of professional warmth even in stressful situations.
- Is able to manage multiple simultaneous projects amidst a dynamic atmosphere and to prioritize and follow-through with tasks.
- Demonstrates an attitude of empathy, integrity, and trust.

Responsibilities may include, but are not limited to:

- Provide comprehensive support services to the CEO that ensures outstanding communication and responsiveness.
- Provide sophisticated calendar management for the CEO; prioritize inquiries and requests, troubleshoot conflicts with little guidance, make judgments and recommendations to ensure smooth day-to-day engagement.
- Support CEO with external communications, monitoring email, scheduling and conducting appointments and meetings, record meeting minutes and follow-up on action items/communicate outcomes to leadership staff.
- Support other leadership staff with communications, development, human resources, accounting, and record-keeping, etc.
- Maintain quality filing systems including contact management, document management, and archiving to ensure an organized office environment.

Apply To apply, email a cover letter, resume, and email and telephone contact information for 3 professional references, all in PDF format, careers@ignite-worldwide.org. Applications for this position will be accepted until the position is filled.

Thank you for your interest in IGNITE Worldwide!

Our Commitment to Diversity and Inclusion We are committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class. We are an Affirmative Action employer. We encourage individuals with diverse backgrounds to apply and desire priority referrals of protected veterans. If due to a disability you need assistance/and or a reasonable accommodation during the application or recruiting process, please send a request to careers@ignite-worldwide.com