

Executive Assistant

Title: Executive Assistant

Reports to: CEO

Status: Non-Exempt

Schedule: Full-time

Location: Oakland, CA or Washington, DC

Organization Overview

Techbridge Girls (TBG) is an award-winning national nonprofit organization bringing science, technology, engineering, and math (STEM) education to all girls¹ across the US. For over 20 years, TBG has reengineered the way STEM education is taught, centering our girls' brilliance and potential with an emphasis on increasing STEM access, belonging, and persistence for BIPOC (Black, Indigenous, and people of color) youth from marginalized communities. We believe that without BIPOC girls' experiences, values, interests, voices, and brilliance, we will never experience the full possibilities of what STEM can do for our world, and we have set a goal to reach *one million girls* by 2030. TBG takes a holistic approach towards engaging girls emotionally and intellectually, by equipping educators with gender and culturally responsive practices, engaging families to support their youths' persistence, and connecting role models to inspire and encourage, ensuring that girls leave the TBG program equipped to bring their brilliance and unique experiences to thrive in the STEM revolution. This approach continues to set TBG apart as a STEM equity leader. With an annual organizational budget of approximately \$4 million and 20+ employees, Techbridge Girls is poised for bold growth to increase its impact. For more information, please visit www.techbridgegirls.org.

Reporting to and supporting the CEO, the Executive Assistant should have an exceptional ability to anticipate the needs and preferences of the CEO. The Executive Assistant serves as the primary point of contact for internal and external constituencies acting as a "gatekeeper." This role is also a liaison to the board of directors and leadership team, coordinating executive outreach and external relations efforts, and overseeing special projects. It requires someone who is creative, fun and enjoys working in a fast-paced, entrepreneurial environment that is mission-driven, proactive, and community oriented. The ideal individual will exercise good judgment in a variety of situations, strong written and verbal communication, administrative,

¹ Techbridge Girls (TBG) serves Black, Indigenous, and all girls of color, which includes cis girls, trans youth, gender non-conforming, and/or non-binary youth who experience(d) girlhood and economic insecurity as a part of their journey.

technical, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

RESPONSIBILITIES

1. Executive Support

- Completes a variety of administrative tasks for the CEO including: managing an extremely active calendar; completing expense reports; entering and updating contacts and funder information into Salesforce; preparing, often confidential, correspondence; arranging travel plans; and managing email.
- Communicates on behalf of the CEO with Board members, donors/funders, staff, and others. Writes first drafts of communications to external stakeholders, including donor acknowledgment letters and other funder correspondence.
- Researches and follows up on issues and concerns addressed to the CEO, including those of a sensitive nature, and determines the appropriate course of action.
- Is a liaison between the CEO and TBG staff, as appropriate.
- Keeps the CEO informed of upcoming commitments and responsibilities, following up appropriately.
- Prioritizes work appropriately and proactively, ensuring that work is completed on time, often with tight deadlines. Confers, as appropriately, with the CEO and or other parties when there are conflicting needs or deadlines.
- Produces meeting materials, PowerPoint, draft agendas, and related deliverables.
- Assists with individual and institutional donors work, including, managing development and outreach calendar, donor visits, and other related functions, creating reports for presentations, maintaining donor and prospect records, maintaining confidential donor notes, and preparing cultivation packages.

2. Board Support and Liaison

- Coordinates board and committee meetings and activities, including: scheduling and arranging meeting logistics; preparing Board and committee materials; providing support at meetings; and transcribing and disseminating minutes
- Maintains discretion and confidentiality in relationships with all Board members.

3. Organization-Wide Support

- Assists with new employee onboarding and offboarding.
- Manages mail, monitors and responds to general phone messages, and manages multiple shared workspaces.

- Provides leadership to build relationships crucial to the Organization's success and manages a variety of special projects for the CEO.
- Plans, coordinates, and executes all staff gatherings.

Qualifications

The Executive Assistant will be committed to Techbridge Girls' strategy, mission, and vision. All candidates should bring at least 3-5 years of administrative experience. The ideal candidate will be/have:

- Expert in Google Applications and MS Office Suite, especially email, calendar, tasks; proficiency with Word/Docs, Excel/Sheets, PowerPoint/Slides, and Internet research and social media applications a plus.
- Tech savvy and comfortable working with various systems and software (e.g., Asana, Salesforce, Canva, Adobe Design, etc.)
- Excellent organizational skills with outstanding attention to detail and follow-through.
- Very strong listening, written, and oral communication skills.
- Very strong interpersonal skills and the ability to build relationships with various stakeholders, including staff, Board members, external partners, and donors/funders.
- Proven ability to handle confidential information with discretion, be adaptable to competing demands, and demonstrate a high level of customer/client service and response.
- Ability to meet deadlines in a fast-paced environment.
- Adaptable and resourceful team player and able to work independently.
- Demonstrates proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.

OUR TEAM

We dream big and we work hard. Our work is challenging and fast-paced. You will join a collaborative team of leaders who value equity and inclusion as the foundation of advancing our urgent mission. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other, our partners, and all our program participants.

Appreciation matters here and comes to life in how we celebrate each other's milestones (birthdays, work anniversaries, individual appreciation days), as well as the team wins. We also express appreciation to each other in how we give and receive feedback and how we set goals. We continuously look for new ways to maintain a culture where our people's talents are nourished and can shine. Techbridge Girls offers competitive compensation and generous benefits, including:

- 20 days of paid vacation and 13 days of paid sick time/year.
- A 403(b) retirement plan with a contribution.
- Medical, dental, and vision insurance.
- Monthly cell phone and Internet stipends.
- Paid sabbatical and parental leave.

HOW TO APPLY

Please compose a cover letter that describes your commitment to the mission of Techbridge Girls and how your experience fits the qualifications of the position. Please email your cover letter, [including compensation requirements](#), and resume with the subject “Executive Assistant” to jobs@techbridgegirls.org. ***Please note that proof of full COVID-19 vaccination is required prior to hire.***

Techbridge Girls is a social justice organization committed to creating a fair and equitable society for all girls to thrive and succeed in STEM no matter their background, race, ethnicity, socio-economic status, gender identity, and/or orientation. As a Black woman-led organization comprised of over 70% people of color, we are committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their authentic brilliance to move the Techbridge Girls mission forward. We are an equal opportunity employer, committed to addressing issues of racism and inequity internally and externally.