

all hands raised



Education, Equity and Excellence
from Cradle to Career

Job Announcement

Title:	Manager, Executive Assistant and Board Liaison
Reports to:	Chief Executive Officer
Status:	1.0 FTE; Full-time, salaried exempt.
Compensation:	Annual Salary Range is \$ 45,000 to \$ 54,000 (DOE) Excellent benefits package: medical, dental, vision, disability insurance, retirement account contribution and generous PTO and holiday schedule.
Application Deadline:	Open until filled.

The All Hands Raised Team: The All Hands Raised team does their work in a collaborative and respectful environment that puts children and racial educational equity front and center. All Hands Raised believes that putting time, energy and passion towards children reaching their academic potential is the job of the entire community. That is why, with a focus on racial equity in education, we relentlessly and systematically connect our community's diverse assets from cradle-to-career in four work areas. All Hands Raised is working to improve the lives of young people aged 0-24 in Multnomah County; and, in turn, the economic vitality of the region. Be part of a committed and talented team at All Hands Raised, who has been named by Oregon Business magazine as one of the 100 Best Non-Profits to Work for in Oregon.

Position Summary: The Executive Assistant & Board Liaison (EABL) provides high-level administrative support to the CEO of All Hands Raised and is the primary liaison between the organization and its governance bodies, including the Board of Directors and Partnership Council for the All Hands Raised Partnership. In this role, the EABL provides administrative support to members of the Executive Management Team who are staffing governance bodies. The EABL is a front-line person who, very often, are the first impression of the organization that many critical stakeholders will have of All Hands Raised by their interactions and communications via phone, email and in person. A positive impression is critical to help foster and steward relationships that advance the racial educational equity mission of All Hands Raised.

Key Responsibilities and Duties:

- Proactively provide administrative support to the CEO by managing the CEO's calendar to ensure relevant stewardship of all key stakeholders locally, regionally and nationally. This includes coordinating multiple internal and external calendars to schedule meetings and manage all associated meeting logistics.
- Schedule meetings, speaking engagements and travel itineraries for the CEO by adhering to deadlines and ensuring that the CEO's time is managed efficiently.
- Serve as gatekeeper for the organization to ensure a professional filter is standard in interacting with key audiences to ensure timely and appropriate responses.
- Coordinate and provide briefings and agendas for the CEO's appointments.
- Serve as the lead staff in managing, facilitating and coordinating logistics of all Board and Partnership Council meetings including the New Member Board orientation and annual Board of Director's retreat.
- Work in partnership with the AHR Executive Management Team to support their projects related to organizational priorities, to manage meetings they may have in their role in being the staff support to governance bodies and assist team members in the scheduling of key meetings, events and activities related to organizational priorities.
- Provide office management support by ordering office supplies and working in partnership with the Manager, Accounting and Operations to support office operations, as needed.
- Other duties as assigned by supervisor.

Professional Readiness: All Hands Raised understands that there are many ways to determine professional readiness. Our goal is to take a comprehensive look at each job application and assess alignment with the needs of the organization understanding that previous training and experience is a critical factor to consider. The ideal candidate will have the following knowledge, skill sets, professional experience, qualifications, personal attributes necessary to be successful in this position.

Knowledge, Skills and Abilities

- Mastery of professional communication, both verbally and in writing.
- Ability to maintain a high degree of confidentiality.
- Excellent follow-up skills and multi-tasking abilities.
- Demonstrated ability to be flexible and possess a sense of humor under pressure.
- Proficiency in MS Office with a strong working knowledge of calendaring software
- Familiarity with relationship and/or donor databases is helpful.
- Proven ability to work effectively with other AHR staff, across cultures, positions, and industries with the highest degree of professionalism, grace and accountability.

Qualifications

- 3+ years administrative support experience required.
- Bachelor's Degree required or equivalent experience demonstrating the ability to successfully implement the job duties.

Personal Attributes

- Commitment to the racial educational equity mission of AHR coupled with a passion for public education and compassion for families and children of all cultures, neighborhoods, and demographics.
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- Thrive in a fast-paced, teamwork-oriented work environment.
- Organized, punctual, persistent and diplomatic; position requires a flexible demeanor and a sense of humor under pressure.
- Is respectful to others and has a customer-service orientation.
- Demonstrated understanding of racial equity through lived or learned experience.

APPLICATION PACKET: HOW TO APPLY

Submit the following application materials to Lavert Robertson, Chief Executive Officer, via email: executiveassistant@allhandsraised.org.

1. A one-page cover letter describing how your qualifications and professional experience aligns with the job description.
2. A resume (not to exceed two pages in length).

All Hands Raised is an equal opportunity employer without regard to race, color, citizenship, religion, national origin, age, gender, gender identity, disability, veteran, current or future military status, sexual orientation, marital stature, AIDS, pregnancy, childbirth or related medical conditions. This position offers a competitive compensation package including health benefits and a 403(b) retirement plan contribution. All Hands Raised pays 90% of the employee's monthly health insurance premium. Benefits also include a generous paid time off and holiday schedule. All Hands Raised operates using a hybrid schedule for our work.