



# Executive Assistant

<b>Job Title</b>	<i>Executive Assistant</i>
<b>Department</b>	<i>CEO Unit</i>
<b>Reports To</b>	<i>Chief Executive Officer, Chief Advocacy Officer</i>
<b>Job Category/Classification(s)</b>	<i>The category or classification(s) per policy (example, Exempt status)</i>

## About Us

Welcome to the Community College Preparatory Academy, the first adult charter school in our region dedicated to the lifelong learning of under-accredited adults and the chronically unemployed. Our mission is to serve adult learners—empowering them to be “future-ready” through rigorous education and practical skills training, paving the way for meaningful employment and personal fulfillment.

### **\*\*Our Commitment to Excellence: \*\***

At Community College Preparatory Academy, we pride ourselves on providing a high-standard, supportive learning environment tailored specifically to adult learners. Our newly designed, state-of-the-art facility aligns perfectly with the unique needs of adult education. It features flexible classroom spaces, advanced technological resources, and a variety of learning environments that promote both collaborative and independent study.

### **\*\*Our Core Values: \*\***

- **Start-Up Mentality with Strong Experience:** As a growing institution, we embody the agility and innovative spirit of a start-up while leveraging the deep and varied professional experience of our dedicated educators and staff.

- **Cultural Competence:** We celebrate diversity and are committed to fostering an inclusive environment where every student feels valued and understood. Our staff is trained to recognize and bridge cultural gaps, ensuring a holistic and respectful learning experience.

**Innovative Problem Solvers:** We believe in strategic and inventive thinking, in thinking outside the box. With unrivaled intensity, our team continuously seeks creative solutions to meet the unique challenges faced by our students, from flexible scheduling to personalized learning plans.

**Mission-Oriented:** Our focus remains steadfastly on our mission to uplift and educate. Our commitment to transforming lives through education drives every decision and action.

### **\*\*Join Our Team as an Executive Assistant\*\***

We are currently seeking a highly qualified and dedicated Executive Assistant to join our team. The ideal candidate will possess a strong executive support background, be highly organized and demonstrate exceptional cultural competence, be an innovative problem solver, and have a clear commitment to our mission. This is an on-site position with periodic travel within the DMV accompanying CEO/CAO.

If you are driven to making a real difference in the lives of adult learners and have the skills and dedication to thrive in a fast-paced, mission-driven environment, we encourage you to apply.

Join us at Community College Preparatory Academy, where you can help shape the future of adult education and transform lives through learning.

## Job Overview

The Executive Assistant plays a crucial role in providing comprehensive support to top-level management, including the CEO/CAO, both individually and collaboratively. Serving as the primary point of contact for internal and external stakeholders, this position involves organizing executive outreach, managing external relations, and overseeing special projects.

The ideal candidate for this role should be a proactive problem-solver, capable of thriving in a dynamic, mission-oriented environment. Strong written and verbal communication skills, coupled with exceptional administrative and organizational abilities, are key attributes.

Moreover, the Executive Assistant must demonstrate sound judgment across various situations and maintain confidentiality with discretion. The ability to manage multiple priorities independently, from inception to completion, is crucial, along with the capacity to perform effectively under pressure.

## **Duties and Responsibilities**

Completes a broad variety of administrative tasks for the CEO/CAO including:

- managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates, and ensures the CEO/CAO's schedule is followed and respected.
- Ability to "gatekeep" professionally and create win-win situations for direct access to the CEO/CAO's time and calendar.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO/CAO, including those of a sensitive or confidential matter.
- Determines appropriate course of action, referral, or response with discernment whether input is needed from the CEO/CAO.
- Works closely and effectively with the CEO/CAO to keep him/her well informed of upcoming commitments and responsibilities.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the CAO/CEO.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO/CAO's ability to effectively lead the company

Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

### Senior Management Liaison

- Participates as an adjunct Executive Team member, including assisting in scheduling meetings and attending all meetings as requested.
- Assists in coordinating the agenda of senior management team meetings and off-site, and all- staff meetings.

### Strategic Initiatives

- Works with strategic initiatives coordinating the CEO/CAO's outreach activities
- Follows up on contacts made by the CEO/CAO and supports the cultivation of ongoing relationships.
- Edits and creates acknowledgement letters from the CEO/CAO to donors.

## **Skills**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity and professional demeanor
- A highly resourceful team-player, with the ability to be effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

### **Qualifications**

- Bachelor's degree required
- Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms

### **Working conditions**

This position is based in Washington, D.C. and may require periodic travel within the District and the surrounding counties, attending networking and community events, and evening and weekend hours.

### **Physical requirements**

Specific job demands may vary depending on the tasks involved. And may include the following: standing for extended periods of time, light lifting, and repetitive tasks with few breaks.

### **Direct reports**

None

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