



Executive Assistant Position Description

Overview of Boston After School & Beyond

Boston After School & Beyond is a nonprofit intermediary founded in 2005 that connects school, after-school, and summer learning so that young people can develop to their full potential. A local organization with a national reputation, Boston Beyond catalyzes partnerships among the City of Boston, the Boston Public Schools (BPS), local and national funders, researchers, and nearly 250 programs to test new ideas and bring successful approaches to scale. Boston Beyond reached nearly 20,000 students in 2018.

Young people need opportunities to acquire the knowledge, skills, and experiences necessary to thrive in school, college, work, and life. The time spent outside of school—particularly in after-school and summer programs—represents an opportunity for youth to develop and apply skills, expand social networks, and gain background knowledge.

Boston Beyond has a lean, productive staff focused on designing, managing, and supporting a citywide learning system that draws on the strengths of Boston's rich and diverse array of programs, in concert with schools, in order to maximize the time spent outside of school. By working with Boston Beyond, programs pursue common goals, implement shared measures, and have a greater impact on closing opportunity and achievement gaps than they would if they worked in isolation.

Boston Beyond's approach has taken root in the city, reaching scale and informing new innovations and research. In recent years, Boston Beyond and its partners devised an innovative, nationally recognized approach to summer learning that is proven to get results. Mayor Martin J. Walsh declared summer the 5th Quarter of Learning, as Boston Beyond's network of programs has grown steadily.

With the United Way and BPS as part of a US Department of Education grant, BASB manages the BoSTEM initiative to create stimulating STEM learning experiences for middle school students. Similarly, through a national Wallace Foundation initiative, BASB and BPS are working to enhance social and emotional skills with elementary school students. A robust measurement and professional development system focused on the Achieve, Connect, Thrive Skills Framework underlie these initiatives. For more information, please visit www.bostonbeyond.org.

The Executive Assistant Role

The Executive Assistant (EA) is the "right hand" to the Executive Director, assisting with all aspects of the organization while managing regular operational functions and longer term projects. This is a great entry-level opportunity for someone who is interested in nonprofit administration, public policy, and the intersection of government, schools, philanthropy, and community organizations.

We are looking for a candidate with high energy, superb organizational and people skills, and the judgement and time management skills to prioritize a variety of short- and long-term responsibilities.

Executive Support

- Provide direct support to the Executive Director on scheduling, agenda development, meeting preparation, strategy development, and staff support.
- Support preparation and follow-up for meetings of the Board of Directors and various associated committees, including scheduling, taking meeting minutes, and follow-up as necessary.
- Participate in regular finance check-ins, the annual budget development process, and audit preparation with Finance Manager.

Event Management & Logistics

- Plan Boston Beyond's cross-initiative events, including scheduling key speakers, securing event venues, coordinating catering, managing A/V needs, and creating event run-of-show for staff and speakers.
- Schedule conference travel for staff and initiative partners as necessary.

Office Management

- Manage daily bookkeeping activities with Finance Manager, including processing invoices, paying bills, and developing relationships with vendors.
- Oversee technology, both hardware and software, attending to the e-mail system, server, computers, and printers.
- Manage basic human resources functions, including collecting timesheets, on-boarding employees and interns, posting new positions and scheduling interviews, and participating in annual insurance renewal process.
- Organize and track grant applications and awards in Salesforce in collaboration with Director of Development & Communications.
- Assist in updating Boston Beyond's websites.

Other Duties & Opportunities

- There will be additional opportunities to take on responsibilities for candidates who excel at the responsibilities listed.
- Because Boston Beyond is a small organization, the EA may be required to take on other duties as designed.

Required Skills

Boston Beyond seeks candidates with the following skills and characteristics:

- **Judgement and Perspective.** Understands context, is perceptive, prioritizes work against short- and long-term objectives, and anticipates the implications of actions on stakeholders. Knows when a situation calls for patience or urgency, and is politically savvy.
- **Critical and Analytical Thinking.** Develops and considers multiple options and solutions, considering their impact on the organization's objectives. Enjoys balancing detail with vision and is able to be engage diverse stakeholders in different settings on a common goal.
- **Communication.** Communicates in a clear, compelling, and persuasive manner, both in person and in writing. Represent the role of summer learning in education reform. Enjoys meeting with stakeholders.



- **Collaboration.** Develops strong relationships internally and externally, drawing on the input of others, in order to accomplish goals. Can navigate collaboration with a large, urban school district. Shares credit for accomplishments with school district, program partners, colleagues, and others.
- **Initiative and Perseverance.** Puts ideas into action and navigates obstacles with an orientation toward results. Willing to seek out and explore new ideas; able to initiate progress on projects independently; willing to cold call a program to discuss collaboration.
- **Project Management.** Devises and applies processes in order to meet objectives, balancing multiple deadlines. Tracks details to inform progress toward objectives; communicates clearly and develops artifacts to share progress with others.
- **Flexibility and Adaptability.** Operates effectively through uncertainty and is able to pivot on priorities when necessary.

Additional Requirements

- Bachelor's degree
- Patience, persistence, and a friendly disposition
- Eagerness to learn and contribute to a team
- Proficiency with Word, Excel, PowerPoint
- Familiarity with Quickbooks, WordPress, and Salesforce a plus

Salary

Commensurate with experience.

To Apply

Please send a resume and cover letter to jobs@bostonbeyond.org, with **Executive Assistant** in the subject line. Your cover letter should describe your interest, qualifications, and experience as they relate to this job. Applications will be reviewed on a rolling basis.

Boston After School & Beyond is an Equal Opportunity Employer.