



Executive Assistant

Our Organization

The Surge Institute is an education leadership accelerator with a simple but important mission: Develop and elevate leaders of color who create transformative change for children, families, and communities.

The Institute's signature program, the Surge Fellowship, was designed to identify and groom emerging diverse talent and empower them to change the landscape of education by providing them with a unique leadership development experience. We go beyond training. We connect, support and elevate; and we do it all in love and through community.

Learn more about Surge's [journey](#) and [impact](#) by visiting our website.

Surge's success has brought us increased support and influence as we strive toward the ultimate goal of making a positive impact in communities across the country through representative education leadership. This is an exciting time for Surge and we hope to find motivated, disciplined, mission-driven individuals to join our team!

Position Objective

The Executive Assistant will support the President by managing the President's schedule, arranging travel, and screening email. This role will manage information to execute with excellence and to assist with prioritization. The Executive Assistant will also provide limited assistance to the Vice Presidents of the organization, focused on arranging travel.

Essential Functions ([See the FAQs for this position](#))

Strategic Management

- Manage the schedule of the President, creating invitations and responding to appointment invitations, coordinating related materials, prioritizing meetings aligned with the goals of the organization and the priorities of the President. This may also include weekly reviews with the President to understand priorities, context, and responsibilities.
- Arrange travel for the President, including creating complete itineraries and managing related expenses.
- Coordinate executive communications from the President to internal and external audiences. This also includes taking calls, responding to emails, and interacting with Fellows, alumni, funders, partners, and staff.
- Record meeting minutes from quarterly board meetings and other meetings at the direction of the President.
- Prepare internal and external organizational documents for staff members and partners, including financial statements and board documentation.



- Complete monthly expense reports for the President, in alignment with organizational standards.

Broader Administrative Assistance

- Support the work of the organizational Vice Presidents, including arranging travel.
- Coordinate with the Office Manager / Bookkeeper to maintain adequate supplies for the President and the office.
- Coordinate with Chicago staff to host meetings, including planning meals and overall logistics.
- Provide scheduling support for Vice Presidents and other staff as directed.
- Participate in all staff meetings, retreats, and events to cultivate an intentional organizational culture representing values of excellence, authenticity, community, urgency, passion, and fun!

Education & Experience

- Passion for and connection with African-American, Latinx, and Asian / Pacific Islander communities
- At least 4 years work experience in providing executive assistance, customer service, or closely related field
- Advanced Microsoft Office and Google Drive skills, with an ability and interest to learn and use organizational software and systems
- Outstanding organizational and time management skills
- Friendly and professional demeanor with exceptional interpersonal skills
- Associate's degree required in business management or relevant field (Bachelor's degree preferred)

Personal Characteristics

- Executive presence and ability to assist in building authentic relationships with funders, alumni, and organizational partners
- Ability to thrive in a fast-paced environment and willingness to “roll up sleeves” to get things done
- Fervent attention to detail and ability to manage multiple priorities
- Strong oral and written communications skills
- A high degree of professionalism and the ability to handle sensitive information with discretion
- Creative problem-solving acumen with the ability to identify and address issues proactively
- Humility and ability to build strong teams that support one's own opportunity areas or weaknesses
- A good sense of humor, positive attitude, and high degree of flexibility, dedication, resourcefulness, energy, and creativity
- Ability to understand and LIVE the mission and brand of The Surge Institute
- Uphold a strict level of confidentiality.

Compensation

Surge offers a competitive Total Rewards package, and salary is commensurate with experience.



Application Procedure

Nominations or applications (with current resume, letter of interest and references) should be sent confidentially, electronically, and ideally before May 20, 2019 to surgeinstitute.submittable.com/submit/139455/executive-assistant. The review of applications will begin immediately and will continue through the due date.

The Surge Institute does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.