Position Description
Executive Assistant to the CEO

Position Overview
The Executive Assistant is responsible for providing comprehensive support to America’s Promise Alliance’s Chief Executive Officer (CEO). This dynamic position engages the Executive Assistant in all aspects of leading an organization and leverages the Executive Assistant’s ability to organize work, manage priorities, and build relationships with a wide variety of stakeholders. Reporting to the CEO, the Executive Assistant plays an essential role in ensuring APA’s organizational effectiveness, growth, and evolution.

About America’s Promise Alliance
America’s Promise Alliance was founded in 1997 by five U.S. Presidents and General Colin Powell. Over the last 24 years, our Alliance has grown into a community of hundreds of the top youth-supporting non-profits in the country, working together to advance equity, increase opportunity, and improve outcomes for young people in America. Collectively, our member organizations serve millions of young people each year across every state in the country.

America’s Promise Alliance is an independent entity that exists to serve the field, to build the community, establish the infrastructure, and secure the resources necessary for collective improvement and action at a national scale. Our job is to make collaboration among our member organizations effective, efficient, continuous, informed by communities, and joyful. We believe that if you want to foster coordination and collaboration, you start by building relationships. We believe that if you want to build a field, you first create an authentic community dedicated to helping each other. We believe a sustained and continuous effort to bring the best organizations into deep and trusting working relationships with one another will ultimately translate into more effective and more connected support for young people across the country.

About Our Next Chapter
America’s Promise Alliance is in the process of completing a new 5-year strategic plan and a comprehensive “next chapter” for the organization. The Executive Assistant role will be responsible for the successful implementation of this five-year strategy. An overview of that strategy is here.

Responsibilities
The Executive Assistant will lead and support the CEO in a wide range of tasks and responsibilities that require analytical ability, organizational skills, and the ability to

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1 We define the “field” as organizations working in the outcome areas at the intersection of young people’s lived experiences: (1) education & youth development, (2) racial & social justice, (3) workforce development & economic mobility, and (4) mental health and wellbeing.
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communicate, collaborate, and interact with staff and stakeholders at all levels. This position will be responsible for coordinating and managing calendars, researching and preparing a variety of communications, effectively stewarding the work of the organization, assisting on projects, and providing high-level administrative support.

Core responsibilities for this position include:
- Strategic calendar management and prioritization, including all aspects of scheduling meetings, correspondence with external stakeholders, and coordination with internal stakeholders.
- Meeting preparation and follow through. Coordinate all aspects of research, materials and next steps for all CEO meetings across fundraising, Alliance community engagement, work with the Board of Directors, work with APA staff, and engagement with experts in the field.
- Comprehensive operational and administrative support, including travel, expense reports, etc.
- Project coordination and management. Support the CEO in exploring, pursuing, managing and following through on projects, events, and strategic initiatives.
- Internal organization, coordination, and communication. Ensure all APA staff and stakeholders feel well-supported by the office of the CEO, that information is transparent, communication is consistent, and the work is well-organized and stewarded.
- Support CEO correspondence by drafting, editing, and distributing content.
- Develop meaningful and trusting relationships with APA staff, Board of Directors, Alliance community members, and other key stakeholders.
- Special projects, as necessary.

Qualifications
- 2+ years of relevant administrative experience is preferred
- Experience in a non-profit setting and with youth-supporting organizations preferred
- Ability to take initiative, set priorities, efficiently and effectively organize work and manage multiple tasks simultaneously
- Excellent communicator and writer
- High level of integrity and discretion in handling confidential information
- Outstanding time management and organization skills
- Enthusiasm for the agility, flexibility, and unpredictability of the role
- Experience collaborating and gathering information from multiple sources to create materials, compose analytical briefs, and draft communications
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- Strong interpersonal skills – must be inclusive, a bridge builder, and accountable
- Self-starter capable of working both independently and within teams
- Ability to thrive in and contribute to a fast-paced environment
- Desire to contribute ideas to inform the work and direction of the organization
- Commitment to the mission of America’s Promise Alliance

Compensation & Benefits
Salary and benefits will be competitive and commensurate with experience with a range of $50,000 -$70,000. America’s Promise Alliance offers a generous benefits package that extends beyond health care coverage to help provide team members with a work-life balance that includes childcare, wellness initiatives, professional development, retirement savings, and more.

To Apply
Please submit a resume and cover letter detailing your interest in this position to careers@americaspromise.org. Please include the position title in the subject line of your e-mail.

America’s Promise Alliance is an Equal Opportunity Employer. We actively seek and welcome diversity of all types on the America’s Promise team. America’s Promise is committed to an inclusive environment that allows all team members to thrive. While we sincerely appreciate all applications; only those candidates selected for interview will be contacted.