



Executive Assistant

About Education Opens Doors

Founded in 2012, Education Opens Doors equips more than 12,000 middle school students every year to uncover the “bigger why” behind school during critical decision-making years. We train middle school teachers with a college and career readiness program to meet a pressing need in our education system: a lack of dedicated time during the school day to provide students with the knowledge and skills to navigate their college and career options - and to have the strong social and emotional skills that are so critical in life. Through EOD, students primarily from low economic backgrounds and communities of color, go from receiving the national average of 38 minutes of college and career counseling over 4 years to 1200 minutes in just one year.

Education Opens Doors Core Values

- ★ Purpose Driven
- ★ Equitable
- ★ Life-long Learners
- ★ Empathetic
- ★ Innovative

Role Summary

The Executive Assistant plays a critical role at EOD by supporting the CEO and the Advancement Team. This person helps EOD run smoothly by also efficiently managing many aspects of the Education Opens Doors office. The Executive Assistant is an indispensable part of the team and collaborates with all staff and departments.

Responsibilities

- Provide administrative support including scheduling meetings and conference calls, maintaining calendars, arranging travel, and processing expenditures for the CEO
- Draft and edit correspondence to high level external and internal contacts
- Prepare agendas, materials, and take minutes for Board meetings
- Serve as main contact for the office, acting as a liaison to building management, local vendors, mail carriers
- Maintain office systems, procedures, technology & resources
- Support the office transition process for new, exiting and transferring staff members, acting as the main contact for office operations and ensuring that they have the appropriate materials (desktop, laptop, telephone, office procedures, etc.) to operate
- Manage the procurement, organization, distribution and inventory of supplies, including technology, general office, and shipping supplies
- Manage the office printers and copiers, including supplies and maintenance

What You Bring to the Role

- Commitment to equity and equal opportunity for underserved students
- Ability to develop and maintain positive relationships with a variety of people



- Open to change and capable of remaining focused in a changing and fast-moving environment
- Excellent communication skills and ability to communicate in various capacities
- High level of organization and attention to detail

Must Haves

- High school diploma or equivalent, 3+ years of experience as an Executive Assistant or equivalent work/life experience
- Proven organizational skills, including the ability to manage multiple projects independently
- Ability to produce quality work under tight deadlines with minimal oversight
- Excellent written and verbal communication skills across a variety of mediums
- Proficient use of Microsoft Office Suite, Google Drive
- Ability to manage workload effectively and follow through on execution
- Ability to lift up to 15 pounds (role occasionally requires moving boxes, etc.)

Nice to Haves

- Prior experience in education or not-for profit settings
- Experience using Box, Salesforce, and Asana
- Bilingual

Education Opens Doors

We offer a competitive compensation and benefits package which includes medical, dental, vision, short-term disability, long-term disability, life insurance, retirement matching, flexplace, professional development stipend, and more. We also offer a generous vacation package and the opportunity to work with a dynamic team of change makers. *Starting salary: \$50,000.00*

Application Instructions

Send a 1-2-page résumé, cover letter explaining your passion and alignment to this position, and salary requirements to employment@educationopensdoors.org. **Incomplete submissions will not be considered.**

Any questions can be directed to: employment@educationopensdoors.org

Equity Statement

Education Opens Doors is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity, or creed. LGBTQ+ individuals and people of color are strongly encouraged to apply.