

Position Announcement: Executive Assistant

About Global Citizen Year

Global Citizen Year (www.globalcitizenyear.org) is a San Francisco based non-profit which is preparing a new generation to lead the fight against global poverty. Through an innovative cross-sector model, Global Citizen Year creates opportunities for diverse high school graduates to work as apprentices in Asia, Africa and Latin America during a “bridge year” before college. By providing intensive training and support, we ensure that participants develop an ethic of service, the ability to communicate across languages and cultures, and a commitment to provide innovative and effective leadership to address 21st century challenges.

Global Vision

We envision a world in which a “global citizen year” becomes an integral step for students from all geographic, ethnic and socioeconomic backgrounds. Future generations of Americans will better understand their responsibilities as global citizens, and will act with conviction and conscience to create a more prosperous, peaceful and sustainable world.

Organizational Vision

Our organization combines the best of private and public sector management to create a high-impact, growth-oriented social enterprise. We attract and retain top talent in the field by providing exceptional opportunities for personal and professional development and competitive compensation.

Position Overview

We are looking for an exceptionally organized, self-starting Executive Assistant to provide administrative and strategic support to the Founder & CEO, and other members of the GCY team. The Executive Assistant will join a fast-paced and high-energy work environment, and will play a lead role in managing the operational needs of our start-up organization. At the same time, the Executive Assistant will also have a unique opportunity to participate in and learn first-hand of how all facets of a new social enterprise are developed and executed.

Job Responsibilities

The Executive Assistant will report directly to the CEO, and will be responsible for meeting the organization’s administrative and operational needs. Specific responsibilities will vary over time, but may include:

- Managing administrative tasks (i.e. scheduling, travel, expense tracking, supplies)
- Establishing and maintaining relationships with vendors
- Establishing systems to meet the needs of a growing organization
- Overseeing relationship management and donor tracking using Salesforce
- Drafting proposals, reports and responding to correspondence
- Coordinating logistics for board meetings, fundraisers and other events
- Supporting fund development through research and outreach to new leads
- Processing payroll, invoices and expense reports and book-keeping in Quickbooks
- Collaborating closely with other GCY staff members on special projects as they arise (i.e. outreach, recruitment, selection, Fellow support)

Candidate Profile

The ideal candidate for this position is a high-achieving generalist with a Bachelor's degree and 1-3 years work experience. Additionally, the candidate will have the following skills and characteristics:

- Quick learner who is meticulously detail-oriented and produces high-quality work
- Self-starter who works independently, and organizes time and priorities to meet deadlines
- Exceptional communicator (writing, speaking, presenting)
- Command of all Microsoft programs (especially Word, Excel and PowerPoint)
- Experience with Salesforce, Quickbooks and other project management tools
- Demonstrated ability planning and running events
- Willingness to go above and beyond no matter what the task
- Thrives in an entrepreneurial environment, and is energetic, resourceful, and flexible
- Sense of humor and ability to laugh at oneself
- Passion for the Global Citizen Year mission and vision

The following are a plus, but not required:

- Accounting/financial management experience
- Grant writing experience
- Experience living and working in the developing world
- Work experience in education, youth development and international exchange
- Proficiency in one or more foreign languages

Compensation and Terms

This is a full-time position based in San Francisco with an expected start date of August 15, 2009. Compensation is competitive, and will be commensurate with experience.

To Apply

Submit a current resume, cover letter and two references to jobs@globalcitizenyear.org. Please include *GCY Executive Assistant Application* in the subject line. This position is open until filled, with preference given to applications received by July 31, 2009.