Job Title: Executive Assistant to the Chief Executive Officer
Reports to: Founder & Chief Executive Officer
FLSA Status: Exempt
Prepared Date: July 2023

ORGANIZATION OVERVIEW

Project Evident exists to help organizations harness the power of evidence to achieve greater impact. We do this by offering a comprehensive platform of tools, resources, and services to help state education agencies, local education agencies, nonprofits and funders improve how they measure, evaluate, and report results, while strengthening their ability to act using this evidence.

Project Evident strives to be a trusted partner — to practitioners, funders, and other stakeholders committed to stronger, meaningful, and equitable outcomes for communities and individuals so that all can participate, prosper, and reach their full potential.\(^1\) We believe in the power of data and evidence to address social and racial justice, and seek to advance a next generation ecosystem for actionable evidence building and use. We lean into our mission through our values, specifically:

- **Practitioner Focused** - We center on practitioners, and ground our work in their needs and contexts. We help practitioners strengthen meaningful and equitable outcomes for the communities and individuals they serve, and lift up their work so it can be better understood and supported by funders and policy makers.

- **Committed to Learning, Inclusion, and Transparency** - We are frank, honest, and compassionate with our colleagues, clients, funders, and stakeholders. We seek input and feedback from a wide range of voices and share our learnings openly with others. We recognize that evidence is not immune from the racism and inequities that exist in our society, and strive to understand the context in which we operate and to uphold the principles of belonging, dignity, and justice through our work.

- **Smart, Warm, Approachable and Productive** -
  - Smart - we strive to find practical, implementable solutions
  - Warm - we bring an attitude of heart and positivity and work through discomfort

\(^1\) Language drawn from PolicyLink’s definition of equity with their permission.
○ Approachable - we keep open and curious minds, welcoming differing viewpoints and valuing the ideas and experiences of our partners.

○ Productive - we hold ourselves accountable to the goals and timelines we set with our colleagues and partners, and course correct as needed

- Oriented to Actionable Evidence - We work with partners to build and use relevant and timely data and evidence to continuously learn, improve, and make meaningful, equitable, and cost effective decisions both for ourselves and partnering organizations..

POSITION SUMMARY

The Executive Assistant provides high-level administrative support to the Founder & Chief Executive Officer including calendar management, scheduling requests, and all preparation and logistics related to travel and meetings. The person in this role will be both collaborative and able to work independently with a demonstrated ability to navigate ambiguity and use sound judgment in decision-making. The person in this role will be front-facing—liaising with the executive team, board members, and other high visibility stakeholders and partners—and will require keen attention to detail, strong project management, excellent customer service and the ability to prioritize time and tasks in a fast paced work environment where priorities can change quickly.

Finally, the person in this role should have excellent communication skills, experience managing up, and interest in working at a dynamic and diverse organization committed to social change.

ESSENTIAL DUTIES

Chief Executive Officer Support (100%)

- Serve as "control center" for managing Chief Executive Officer's time including calendar management, scheduling, and ensuring time is well-managed by prioritizing meeting requests based on stated objectives, current needs, etc.

- Ensure timely and accurate scheduling for the Board of Directors and related committees.

- Coordinate all travel, including trip itineraries, flights, rental cars, hotel and restaurant reservations.

- Respond quickly to requests from and develop relationships with board members and other key constituents in service and on behalf of the Chief Executive Officer.

- Ensure the Chief Executive Officer has all relevant prep materials – whether for meetings or travel–prior to all meetings.
• Monitor the Chief Executive Officer’s inbox, tracking meeting requests and communicating with the Chief Executive Officer on how to prioritize and respond.

• Track and submit Chief Executive Officer monthly expense and credit card reports. Provide development support as requested.

• Research prospective funders and partner with the communications team to draft and distribute materials and resources that allow potential partners to understand the mission and goals of the organization; regularly input and track prospective funder information in CRM platforms (e.g. Salesforce).

• Other duties, including special projects, as assigned.

EDUCATION AND/OR EXPERIENCE

Minimum Requirements:

• Bachelor’s degree required.

• Experience working with diverse communities and a deep commitment to social and racial justice.

• 3+ years as an executive assistant supporting c-suite executive(s) in a fast moving, digital environment.

• Exceptional interpersonal and organizational skills with keen attention to detail.

KNOWLEDGE, SKILLS, AND ABILITIES

We are also looking for candidates that have:

• Excellent oral and written communication skills, with impeccable attention to detail and high standards for accuracy.

• Experience working with diverse communities and a deep commitment to learning, performance, equity (racial, economic, etc,) and building a culture of belonging and accountability.

• Commitment to a high performance culture, participation in giving and receiving feedback and belief in continuous self-improvement.

• Demonstrated ability to prioritize and operate within a fast-paced and changing environment.

• Ease and ability to work with multiple calendaring platforms.
● Problem solver and active listener who seeks clarification, asks questions, and surfaces solutions.

● Commitment to high performance culture, participates in giving and receiving feedback and believes in continuous self-improvement.

● Demonstrated ability to work both independently and collaboratively in a fast paced environment on multiple projects; ability to effectively prioritize time and tasks.

● Experience working effectively with multiple stakeholders who may have evolving priorities.

● Experience and comfort working virtually.

● Experience using common cloud-based productivity platforms and CRM tools, e.g. GoogleDocs, Office 365, Zoom, Microsoft Teams, Salesforce, Slack.

**SHARED COMMITMENTS**

In addition to our SWAP values above, we seek candidates who share the following and are fully committed to Project Evident’s theory of change and aligned with our [Next Generation of Evidence principles](#).

● **Belonging and Accountability.** We value and respect one another while holding each other accountable for delivering outcomes. We grow and reward superb talent.

● **Strong Learning and Problem Solving Orientation.** We insist upon the ability to learn and grow from mistakes, seek clarification, listen and ask questions, identify problems and surface solutions, and help others do the same. We don’t sit in uncertainty.

● **Grace Under Pressure.** We don’t sit with ambiguity; we are quick to adjust, adapt, and respond with a high level of maturity and empathy.

● **Intrinsically Motivated.** We care deeply about the mission and working with practitioners to deliver better, more meaningful, and equitable outcomes for students and communities.

● **Disagree and Commit.** We are fans of rigorous debate and then we align to support effective implementation.

● **Act with dignity and assume best intent.** We recognize that not all of us are going to use the right language, but all of us are working towards the same goal. We strive to avoid blame and drama.

**ORGANIZATIONAL RELATIONSHIPS**
The Executive Assistant reports to the Founder & Chief Executive Officer and works collaboratively with staff, clients, contractors and vendors on a weekly basis to meet goals in line with organizational values.

WORK ENVIRONMENT

- Ability to work with a virtual team.
- Expected to work 30+ hours per week.
- Preferred location is Boston, MA, but not limited to.

PHYSICAL DEMANDS

- Ability to sit, talk, and listen continuously for up to 8 hours per day.
- Requires fine motor skills, such as typing for up to 4 hours continuously.
- Ability to lift at least 30 pounds.

COMPENSATION & BENEFITS

In addition to engaging in deeply impactful work and joining a highly engaged talented team, you’ll have access to a suite of generous benefits including comprehensive medical, dental, and vision plans, a 403(b) with match, life and disability insurances, vacation days, and unlimited sick days annually, summer Fridays between Memorial Day and Labor Day, stipends to support remote work, and organizational wide closure between Christmas Eve and New Years. The salary range for this position is $60,000 - $65,000. Contingent upon organization and individual performance, Project Evident also provides annual bonuses for exceptional performance.

SUBMISSION AND INTERVIEW PROCESS

Candidates wishing to be considered for this position must submit a resume and cover letter (no longer than one page long) and answer the question, “Why do you want to be the Executive Assistant to the CEO at Project Evident, Inc?” to careers@projectevident.org. Applications will be considered on a rolling basis, so it is best to apply as soon as possible. Once received, we will reach out to candidates for whom we would like to conduct an initial phone screen. From there, candidates will be invited to complete a skills assessment. A small group of finalists will then be invited to engage in a final interview.

Reasonable accommodation will be made so that applicants with qualifying disabilities may participate in the application process. Please advise in writing of special needs at the time of application.

Project Evident is an “at-will” and equal opportunity employer. Applicants and employees shall
not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.