



We're looking for an Executive Assistant to support the Chief Executive Officer, Chief Operations Officer and Director of Finance of Up with People. This role will coordinate and manage executive scheduling, prepare and organize important corporate and strategic materials and plans, and support board activities. This role serves as the eyes and ears for the Executive Team, connecting constituents, organizations, projects, and critical business information to the Executive Team, ensuring meetings and materials are efficient and effective and serves as a trusted partner to deliver against the priorities of Up with People's mission.

The dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate needs. The role must interact seamlessly, with a professional demeanor across a broad range of individuals including members of the Senior Management Team, Board of Directors, Constituents and Staff. To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and institutional information while exercising professionalism and discretion.

## **Executive Assistant, Up with People**

### Job Summary

The Executive Assistant provides administrative and operational support to the Chief Executive Officer (CEO), Chief Operations Officer (COO) and Director of Finance. This position is part time, 15-20 hours weekly. Can be Denver Based or part of our Virtual Home Office Team with flexible hours, Monday through Friday and weekends as needed.

### Primary Duties and Responsibilities

- Work directly with the CEO/COO to support all aspects of their work routines.

- Maintain the CEO & COO's calendar, including scheduling meetings, appointments, speaking engagements, and travel (including domestic and international) arrangements. Exercise discretion in committing time and evaluating needs.
- Serve as a liaison between the CEO/COO, staff and the public. This includes receiving and screening communications, answering a variety of questions with tact and diplomacy, and completing tasks appropriately for resolution.
- Provide coordination, monitoring, and communication of projects and programs managed by the Executive Team.
- Assist the CEO/COO in the development and coordination of presentations and all forms of internal and external communications.
- Determine priority of matters of attention for the CEO/COO; redirect matters to staff to handle, or handle matters personally, as appropriate.
- Keep the CEO/COO advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Compose and prepare letters relating to routine correspondence for the CEO/COO's signature.
- Prepare, reconcile, and submit expense reports.
- Maintain confidential and sensitive information.
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed.

### The Ideal Candidate Is

- A detail-oriented self-starter with prior experience in a non-profit with worldwide operations focused on youth.
- Someone who exhibits sound judgment with the ability to prioritize and make decisions.
- Energetic and eager to tackle new projects and ideas.

- Comfortable interacting with high-level executives.
- A team player capable of cultivating productive working relationships throughout the organization.
- Resourceful, can-do attitude.
- Thrives in a fast-paced, changing environment.

### Skillset And Background

- Two to three years' prior experience in supporting a senior executive or team
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel) and Salesforce platform.
- Exceptional writing, editing, and proofreading skills
- Excellent organization and time-management skills

To apply, submit cover letter and résumé to:

Up with People

Email: [employment@upwithpeople.org](mailto:employment@upwithpeople.org)

Office Location:

6800 Broadway, #106

Denver, CO 80221

Salary range \$18 to \$25 hourly

Up with People is an Equal Opportunity Employer