



Executive Assistant to the Leadership Team

BES is a national non-profit organization that identifies and prepares excellent leaders to transform education in their communities. From school founders and executive directors, to operations leaders, deans of students, and directors of curriculum and instruction, BES trains leaders to build schools, to ensure their schools excel, and to sustain their results over time. Since 1993, BES has prepared leaders to found more than 195 schools in 46 cities across 21 states and Washington, DC, educating more than 63,000 students each year. 82% of these students qualify for free or reduced lunch, and 94% identify as students of color. In all, BES has trained more than 2,500 leaders to found, lead, and grow schools that reflect and respond to the needs of their communities.

BES is looking for an Executive Assistant to support our four-person Leadership Team. This dynamic position requires the ability to anticipate needs, think critically, offer solutions to problems, be proactive and nimble, and maintain confidentiality. The Executive Assistant reports to the Director of Internal Operations.

Headline Responsibilities:

The Executive Assistant is responsible for:

- Managing Calendars:
 - Schedule meetings for Leadership Team members, in accordance with each leader's scheduling constraints and priorities. Work with each leader to plan ahead and anticipate scheduling needs in the near-term and long-term. Prioritize inquiries and requests, and troubleshoot conflicts.
- Writing and Editing Emails:
 - Write and send email communication to internal and external colleagues to schedule meetings or seek out or share information. Draft and tee up emails for Leadership Team members to send.
- Booking Travel:
 - Book travel for Leadership Team members. Track receipts and expenditures on a monthly basis.
- Assisting with Special Projects:
 - The Executive Assistant may be asked to assist with special projects such as conducting online research, writing memos, collecting information to prepare for meetings, and updating contact lists.

Required Skills, Experience, and Competencies:

The ideal candidate for the Executive Assistant role has had at least two years of relevant experience.

- Organizational Skills: Organized and detail-oriented. Has an ability to handle a variety of projects and complex tasks, and prioritize tasks according to importance.



- Ability to Take Initiative and Work Independently: Has a track record of meeting deadlines and managing time effectively. Comfortable asking questions and requesting support when needed, but able to work independently and exercise prudent judgment. Knows how to successfully manage up and across an organization.
- Writing Skills: Writes clearly and strikes the right tone in professional communications, depending on the context and audience.
- Comfort with Technology: Proficient using Google Workspace and Microsoft Office tools.
- Demonstrated Commitment to Anti-Racism: Has a track record of making commitments to diversity, equity, and inclusion in practical, tangible ways. Demonstrates a willingness to learn about strategies and practices to further BES's commitment to anti-racism.

Other Requirements:

- Can be based anywhere in the United States

Compensation:

- BES offers a competitive salary and benefits package, which includes medical and dental coverage, a 401(k) contribution match, paid time off, paid parental leave, and the ability to work remotely. The 2021-22 salary range for the Executive Assistant position at BES is:
 - Starting minimum: \$38,250
 - Starting maximum: \$45,250
 - Ceiling: \$56,250