



Executive Assistant to the President & CEO Job Description

The Hunt Institute's mission is to secure America's future through quality public education. Since its establishment in 2001, the organization has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to drive education reform. Its mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children. The Institute's primary audience consists of governors, legislators, and other elected and state-level policymakers.

Position

The Executive Assistant (EA) will be expected to primarily support the CEO as he manages day-to-day operations of The Hunt Institute. Depending on workload, this position may be assigned to support other projects and members of the leadership team including the Vice President as needed. The EA will report to the Vice President.

Responsibilities

- Answer all incoming calls, redirecting them to the appropriate party or keeping messages.
- Receive letters, packages etc. and prepare outgoing mail.
- Completes administrative tasks for the CEO including: managing an extremely active calendar of appointments; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO including those of a sensitive or confidential nature and determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the CEO and the team.
- Works closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- Completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters and emails, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Assists and supports the CEO in preparing for meetings, including preparing meeting materials, keeping track of meeting progress and follow up items, and preparing and revising correspondence and other documents, as necessary.

- Maintains supplies for the office in coordination with the Director of Finance & Operations and Program Coordinator.

Qualifications

- High School diploma or equivalency and three years of progressively responsible administrative/office management experience; or graduation with an associate's degree in Secretarial Science, Business Administration, or a related discipline and one year of progressively responsible administrative/office management experience; or bachelor's degree, preferably in Business Administration or a related discipline; or equivalent combination of training and experience.
- Comprehensive experience with Microsoft Office including Outlook, Word and Excel.
- Impeccable attention to detail.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

Ideal candidates will also demonstrate the following characteristics:

- Demonstrated resourcefulness and good judgment.
- Hands-on, leads by example.
- Values diversity of thought, backgrounds, and perspectives.
- Ability to multi-task while maintaining impeccable attention to details.
- Integrity/ethics beyond reproach.
- Constantly seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to The Institute's mission, financial stability, and success.

Equal Employment Opportunity

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other protected status designated by federal, state or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation.

To apply, please submit cover letter, along with a résumé or CV, to applicant@hunt-institute.org with the subject line "Executive Assistant – *Your Last Name*." Position is open until filled. **No phone calls, please.**