



Executive Assistant to Executive Director

GEEARS: Georgia Early Education Alliance for Ready Students seeks an Executive Assistant to the Executive Director. The Executive Assistant is responsible for high-level administrative support to the Executive Director, Board of Directors, and performs other office functions. This is a position is part-time. Hours a negotiable but expected to be 20-30 hours per week.

This is a chance to learn and grow with a dynamic, mission-oriented organization. GEEARS works throughout Georgia to improve public policy, increase public awareness, conduct and interpret research, and lead a movement to support high-quality early education and healthy development for children birth to five. Our vision is that by 2020, every child in Georgia will enter kindergarten prepared to succeed and on a path to read to learn by the end of the third grade. GEEARS' offices are in the Buckhead area of Atlanta, Georgia. For more information, visit www.geears.org.

Responsibilities:

Executive Director Support:

- Schedule and manage the Executive Director's active daily calendar for meetings, conferences, and events
- Manage all aspects of the Executive Director's travel including reservations, budget, expense report submission, and reimbursements
- Plan and prepare materials for Executive Director presentations, programs, meetings, and conference calls
- Assist the Executive Director with preparing and tracking budgets and grant spending
- Uphold strict level of confidentiality
- Draft miscellaneous correspondence as requested.

Board support:

- Manage the scheduling, communication, and logistics for meetings of the Board of Directors and Board Committees
- Prepare meeting agendas, notices, and minutes
- Ensure that appropriate information, materials, and letters are distributed to Board, staff and other key stakeholders
- Attend Board Committee meetings; transcribe, compile, and distribute minutes for Executive Director's review and input
- Contact Board members as necessary regarding upcoming meetings, GEEARS events, and Executive Director updates

- Ensure appropriate Board documents are signed, such as resolutions, conflict of interest disclosures, and other policy documents

Administrative support:

- Assist with staff and intern onboarding.
- Facilitate internal communication among staff members (e.g., create meeting agendas and materials and schedule meetings)
- Transcribe, compile, and distribute staff meeting minutes
- Meeting and special event support
- Other duties and special projects as assigned

Minimum Qualifications:

- BA in relevant field
- **2-5 years administrative experience, preferably with a nonprofit organization**
- Superior computer and internet proficiency, especially with Excel and PowerPoint

Qualifications:

- Ability to work effectively with high-level board members, donors, executives, community leaders, and foundations in a professional manner
- Ability to work with diverse constituencies
- Commitment to the organization's mission
- Excellent attention to detail
- Exceptional interpersonal and collaboration skills
- Demonstrated excellence in communications, writing, editing, and proofreading, including a strong grasp of grammar, punctuation, and copy editing
- An ability to exercise sound judgment and maintain confidentiality
- Strong organizational, multitasking, and time management skills
- Ability to manage challenging and fast-paced situations
- Ability to design systems and office procedures to facilitate efficiency and productivity
- Experience or demonstrated interest in non-profit organizations
- Strong ethics and personal integrity

To apply, send resume and cover letter along with 3 references to csimpson@gears.org . No phone calls please.