



**Springboard To Opportunities**  
*www.springboardto.org*

## **Position Description – Special Assistant to the Chief Executive Officer**

### **Springboard To Opportunities**

Springboard To Opportunities connects families living in affordable housing with resources and programs that help them advance themselves in school, work and life. We do this by working directly with families, as well as by establishing strategic partnerships with other organizations that help residents achieve their goals. Springboard To Opportunities was formed with the understanding that affordable housing alone is not enough to create thriving communities where all residents can succeed.

### **Special Assistant Position – Overview**

Springboard To Opportunities is seeking a Special Assistant to the Chief Executive Officer. This is a high-level administrative support role, which includes: making travel arrangements, managing the CEO calendar and schedule, coordinating meetings, and other administrative functions as required. This role requires a high level of responsiveness, organization, detail orientation and independent judgment. The ideal candidate will have the ability to hold information in **strict confidence**, work well in a fast-paced environment, and can handle multiple tasks with strong attention to detail. Additionally, the candidate is comfortable communicating with a variety of people including partners, funders and staff.

### **KEY RESPONSIBILITIES**

The Special Assistant reports to the Chief Executive Officer and is responsible for the following:

#### *Planning & Priority Tracking*

- Work closely with the CEO daily to determine daily, weekly, and monthly priorities and associated meetings, tasks, and preparation needed
- Monitor the CEO's email inboxes and maintain to-do lists to identify direct and time-sensitive tasks, meetings, requests, and deliverables, and prioritize accordingly
- Take notes and track action items in meetings attended by the CEO as identified

#### *Calendar & Schedule Management*

- Coordinate complex scheduling and extensive calendar management, as well as management of content and flow of information to direct reports
- Manage and analyze the CEO's calendar to anticipate potential scheduling conflicts and recommend re-scheduling options to resolve conflicts
- Schedule all meetings and conference calls on a daily, weekly and monthly basis
- Communicate scheduling needs and changes to external members and partners
- Manage, coordinate, and arrange the CEO's travel and travel-related activities, including flights, hotels, transportation, meeting space, and meal coordination
- Coordinate logistics for speaking engagements and handle special event invitations on behalf of the CEO

### *Administrative Duties*

- Compile the CEO's expenses and receipts
- Display the utmost level of discretion and ethical standards in managing, organizing, and safeguarding confidential information
- Create/prepare activities, materials, and strategies that will support staff engagement during team meetings, as well as encourage inclusivity
- Maintain document and media files, photos, adequate supply of office supplies (including postage and mailing supplies), as well as prepare mailings
- Other duties and special projects, as assigned

### **PROFESSIONAL QUALIFICATIONS**

- 5+ years assisting a high-level executive, preferably in a in a social service/advocacy setting
- A strong understanding of and demonstrated commitment to social justice, civic engagement, community building
- Ability to anticipate needs and solve problems autonomously (and sometimes creatively)
- Ability to utilize or quickly learn technical tools such as travel management, video conferencing (Zoom), email management (GMail), project management tools (Salesforce) and expense management
- Proficiency with Google Workspace (Calendar, Gmail, Drive, Docs, Sheets)
- A keen attention to detail and a positive can-do attitude
- Flexibility, adaptability, and patience in dealing with multiple quickly shifting priorities and demanding timelines
- Knowledge of and commitment to personal growth and development on issues of equity and diversity and to supporting others in growth around issues of equity
- Strong relationship-building and communication skills
- Experience working in coalitions and public interest organizations
- Demonstrated skills in building strong supervisory relationships, including setting clear expectations, coaching and training toward performance, and giving and receiving feedback
- A good attitude and ability to work with multiple people with multiple points of view and various backgrounds
- Expert organizational and follow-up skills; takes initiative to ensure tasks are completed
- Outstanding verbal and written communication skills
- Experience working with underrepresented and/or diverse communities
- Strong demonstrated proofreading, copy editing and editorial skills.
- Demonstrated ability to write in a clear style for announcements, short articles, and website information pages.
- Demonstrated ability to write for and use social media (e.g. Facebook, Instagram, Twitter)
- Should be able to travel for occasional meetings or events

### **TO APPLY:**

Send a cover letter and resume in **PDF format** to [freshperspectiveconsulting@gmail.com](mailto:freshperspectiveconsulting@gmail.com) with the subject line: **Special Assistant**. Applications will be held confidentially. **Application deadline is March 1, 2023**. The position is located in Jackson, Mississippi and reports to the Chief Executive Officer.

Competitive salary based on experience, plus a competitive benefits package including health, dental, short/long term disability insurance, retirement, and generous paid time off.