

## **The Northside Achievement Zone**

### **Executive Assistant**

The NAZ Promise Neighborhood is a collaboration of over 50 organizations and schools who work with children and families in a geographic area, or “Zone” of North Minneapolis to build a culture of achievement so that all youth graduate college ready. We will do this by partnering with schools, organizations, and families to significantly improve education and guarantee opportunities to support for children from pre-birth to college.

#### **Position Overview:**

The Executive Assistant provides administrative support to the president and board members, and responds to communications on behalf of the president and board. S/he schedules meetings or directs the individual or group to someone within NAZ who may better assist them. This position records and writes the minutes of board meetings and understands the importance and need for tact and confidentiality.

#### **Specific Responsibilities:**

- Serve as first point of contact for outside callers; determine appropriate action.
- Make travel arrangements including registration for conferences, hotel accommodations, air travel, provide supporting materials for President’s travel.
- Draft memos, letters, or other writing as assigned.
- Schedule meetings, keep calendar up to date and accurate; provide daily schedule with backup information for President.
- Coordinate meetings, including staff and board leadership retreats, conference calls, and sessions as requested by President.
- Sort mail; route as necessary; respond or follow up as necessary.
- Maintain Contacts list, files, correspondence.
- Prepare expense report for President, visa bill and other invoices.
- Manage long term and short term projects.

#### **Support of the Board of Directors**

- Make travel arrangements including registration for conferences, hotel accommodations, air travel, provide supporting materials as available.
- Maintain Board Committee schedule; send reminders
- Serve as first point of contact for outside callers for the Board Chair; determine action.
- Assist board members with basic tasks such as notarizing, copying, sending materials, researching a question.
- Assists board members with special projects.
- Act as liaison between board and staff.
- Provide board committees with administrative support.

#### **Board Meeting Responsibilities**

- Record and write board meeting minutes.
- Prepare draft agenda, attendance sheet, feedback forms, others as assigned.

The qualified candidate will have an AA degree and a minimum of five years related full time professional work experience in an executive/board support position in an organization of similar size, or a combination of equivalent experience and training.

Experience working with a board of directors is strongly desired.

**Required Knowledge, Skills and Abilities include:**

- Ability to anticipate needs and act accordingly.
- Ability to work effectively with all areas/staff of NAZ and to work as an individual contributor.
- Knowledge and understanding of the difference between the President position and that of board members.
- Ability to prepare clearly written summaries and analysis.
- Ability to maintain confidential information
- Ability to communicate effectively interpersonally and in group presentations.
- Ability to handle heavy workload and meet deadlines.
- Ability to work with high level of proficiency in Microsoft Office software including Word, Excel, Access and Outlook and with Photoshop and WordArt.
- Ability to manage highly detailed work with speed and accuracy.
- Ability to work collaboratively and respectfully with a variety of people and groups and to represent NAZ effectively.
- Commitment to the expectation that children growing up in North Minneapolis can succeed in academics and college.

Competitive salary and benefits.

***Email cover letter and resume to:***

Eli Cortes  
Interim HR Generalist  
jobs@the-naz.org

**Applications accepted through April 16, 2012**