Position: Executive Assistant
Organization: New York City Foundation for Computer Science Education dba CSforALL
Office Location: New York, NY (currently remote, work from home)
Date Posted: March 2022
Anticipated Salary: $65,000

About CSforALL
CSforALL’s mission is to make high-quality computer science an integral part of the educational experience of all K-12 students and teachers and to support student pathways to college and career success.

CSforALL serves as the national hub for the K-12 computer science education movement. We convene and sustain networks to support the national landscape of school districts, nonprofits, for-profits, and government agencies that share the goal of rigorous, inclusive and sustainable CS education in the U.S.

The organization employs the following strategies for achieving this mission:

- Supporting Local Change — helping education systems at the local and regional level develop strategic plans to serve all students
- Increasing Rigor and Equity — building the knowledge base and connecting research to practice
- Growing the Movement — serving as a “front door” for newcomers and supporting a national network of all participants

Position Summary
CSforALL seeks an experienced, reliable, and task-oriented Executive Assistant to support the executive director and development team. The ideal candidate will be resourceful, professional, and able to work in a fast-paced environment, with strong attention to detail. Reporting to the Executive Director, the Executive Assistant will work closely with the directors to provide comprehensive support to the executive director, ensure smooth board scheduling and operations, and support organizational development.

Responsibilities
- Perform sophisticated calendar management for the executive director
- Book occasional travel for executive and development directors
- Organize and reconcile expense reports and reimbursement claims for executive director
- Assist executive director and development director with scheduling and executing Evangelism and Advocacy and Development events and activities
- Communicate with board members regarding board scheduling and maintain shared google drive of important board documents and reference materials
• Assist Executive Director and Director of Development in the creation of speaking and event materials
• Develop and maintain healthy board pipeline and onboarding materials
• Assist Director of Development and Executive Director in gift stewardship and acknowledgements on a regular cadence as determined by Director of Development.
• CRM Management as needed
• Additional projects as needed

Qualifications
• Minimum of 5 years of experience supporting an executive
• Excellent interpersonal, communication (written and oral), and collaboration skills
• Strong organizational, project management and problem-solving skills
• Excellent time management skills and prioritization of work
• Exceptional customer service skills and detail orientation
• Knowledge of office management systems (e.g., Google Suite, Salesforce and Microsoft Office) and procedures
• Design skills, preferred

To apply: Send the following to recruiting@csforall.org:
• Subject line: Executive Assistant [YOUR NAME]
• Attach: cover letter and resume / CV

*CSforALL is proud to be an equal opportunity workplace. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity/expression, age, status as a protected veteran, status as an individual with a disability, or any other applicable legally protected characteristics.