

Job Description

Executive Assistant

About the Role

We are seeking a dynamic self-starting professional to join the Community Based Public Safety Collective executive leadership team. The ideal candidate will provide top-level assistance for the organization's highest level executives. They should be well-organized and be comfortable scheduling meetings and responding to emails on the executive's behalf. Lastly, this individual should be able to draft documents and help the executive with any necessary meeting and task preparations.

Responsibilities

- Aid Executive Director with Calendar management
- Aid Executive Director in preparing for meetings
- Respond to emails and document requests on behalf of the Executive Director
- Draft slides, meeting notes and documents for Executive Director
- Prepare travel arrangements
- Prepare Executive Director's Invoicing documents for programmatic fiscal requirements
- And duties as assigned

Skills and Qualifications

- Bachelor's degree or equivalent experience
- Proficient in Microsoft Office suite, Google Workspace, Concur Travel and various travel sites as needed
- Well-organized, detail-oriented, ability to multi-task with great follow-up skills
- Strong written and verbal communication skills
- Ability to actively and constructively engage in the program's management team.
- Ability to work with minimal supervision.
- Successful experience working in a team setting.
- Strong written and oral communication skills.

Experience:

- Preferred minimum five years as an Executive Assistant experience with excellent time management capabilities.
- Experience in managing multiple priorities, administrative coordination, and logistics

Who Are We?

The Community Based Public Safety Collective is a cadre of experts, building neighborhood leadership to advance public safety.

Our mission is to strengthen neighborhood leadership by investing in the education, advocacy, and training of community-based public safety practitioners and organizations.

Investing in community based public safety leaders is key in stopping violence and setting the nation on a transformational course toward a shared safety model rooted in systems of care, and healing.



- Experience with various software programs such as Concur, Google Workspace, Microsoft Office

To Apply

Starting Salary \$85K. If you would like to apply for this position, please submit a resume on the Collective website at [**hr@cbpscollective.org**](mailto:hr@cbpscollective.org)

EOE Statement

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender (including pregnancy), national origin, nationality, ancestry, age, familial status, marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, disability status (mental or physical, including perceived disability, and AIDS and HIV status), protected veteran status or any other characteristic protected by law.