



POSITION TITLE: Executive Assistant

DEPARTMENT: Executive

REPORTS TO: President & CEO

LOCATION: Hybrid

FLSA STATUS: Part-time, Salary (20-24 hrs weekly)

POSITION SUMMARY: Successful applicant will provide polished, comprehensive, and confidential executive level administrative support to the President and CEO of Up with People (UWP). Responsibilities involve planning, organizing, and coordinating the activities of the President and CEO of UWP, requiring extensive knowledge of their responsibilities and routines, the ability to provide insight into the goings-on of the organization, and deft navigation of various methods of working and communicating externally & internally. The position requires the ability to manage multiple deadlines, make meaningful decisions, creatively problem solve, be proactive and efficient, work with little supervision, handle shifting priorities, and interface inside and outside the organization with a high level of professionalism and confidentiality.

- Provide executive-level support to the President and CEO of UWP and Executive leadership as needed, including calendar management, meeting & event coordination and preparation, travel coordination, and communication.
- Have extensive knowledge of the President & CEO's activities to ensure proactive preparation and strategic communications well in advance of all meetings/events.
- Collaborate with the President & CEO of UWP on various projects, which include internal and external partners.
- Manage the President & CEO's meetings to include relationships with externals to ensure that externals feel welcomed and informed, create, edit and maintain communication records and calendar management to ensure successful cultivation.
- Act as a liaison to the CEO & President of UWP, providing a bridge for smooth/efficient communication between the CEO & President of UWP and staff, demonstrating leadership to maintain credibility, trust, and support with the team.
- Deeply commit to support the mission and vision of the Up with People organization.
- Function as point of contact for all staff: create agendas, take notes at meetings, field questions, connect staff, anticipate needs, and provide resources across the UWP organization.
- Manage highly confidential data. Create correspondence, agendas, spreadsheets, & presentations. Perform research when appropriate and as requested on an as-needed basis.
- Reconcile President & CEO expenses.
- Assist the CEO with the creation and distribution of stewardship thank you letters.
- Purchase supplies, materials, and gifts as needed.
- Support budget/forecasting processes and reporting.
- Collaborate with executive team to create and improve administrative processes & procedures throughout the organization.
- Performs other related duties as assigned.



ESSENTIAL JOB FUNCTIONS:

Required Competencies

- **Communication:** Expresses oneself clearly in conversations and interactions, ensuring that information is shared and understood with others who should be informed.
- **Collaboration:** Develops, maintains, and strengthens partnerships with others inside or outside the organization with a mutual commitment to needs of the organization. Unquestionable personal code of ethics, integrity, and trust; ability to handle highly confidential information.
- **Leadership:** Demonstrates an understanding of the UWP mission by ensuring that their own interactions with internal and external stakeholders consistently support the mission. Intuitive mindset, creative aptitude, and effective use of discretion and independent judgment; able to look beyond the assigned task and consider tangential and collateral connections, problems, opportunities, and possibilities.
- **Fostering an Inclusive Community:** Contributes to an organizational environment that reflects and responds to diverse needs and cultures (internal and external). Models and advocates just, anti-racist, equity-focused, and inclusive collaborations in all of the organizations endeavors.
- **Results Orientation:** Focuses on providing a best-in-class experience through work outcomes by meeting personal and organizational work objectives.

MINIMUM SKILLS & QUALIFICATIONS:

- High School Diploma
- Minimum of 5 years in two or more of the following: executive support to senior leadership, Board, and/or complex international organization structure, project management, operations of nonprofit organizations, and/or major event planning and coordination
- Above average proficiency with various software platforms to include: Microsoft Office Suite, Salesforce, Trello, Zoom, Slack, Google Suite with aptitude to assimilate to others as determined.
- Passionate about the importance of arts, culture, and equality in our community; capacity to passionately articulate the mission, vision, and relevancy of Up with People to others.
- Entrepreneurial spirit with astute management skills and the ability to foster a collaborative and positive environment.
- Demonstrated leadership and the ability to collaborate with diverse populations authentically and professionally.
- Proven ability to make complex decisions using quality data while balancing the needs of multiple stakeholders.
- Strong relationship building and project management skills with a strategic and creative thought process.
- Exhibit high ethical standards of conduct and confidentiality when collaborating with internal and external constituencies.
- Deadline driven, organized, resourceful, and results oriented.
- Strong written and oral communication skills.



- Ability and willingness to travel as required per business needs.

ABOUT UP WITH PEOPLE:

Up with People was established in 1968 as a 501(c)(3) international nonprofit organization and has been empowering communities and youth through transformative programs ever since. Up with People empowers youth to lead change in the world through performing arts, dialogue, and worldwide travel. Since its inception, Up with People has hosted 22,000+ youth participants in their programs from 135 countries and engaged over 5 million people from 73 cultural regions with a common message for peace.

Up with People continues to further its vision of an inclusive and sustainable world where people are equal in dignity and rights by developing and scaling unique programming focused on fostering values-based leadership and life skills for teenagers and young adults. Up with People has bold goals for 2023 and 2024 with the recent launch of its VOICES program, focused on proudly developing a community of changemakers to lead conversations, communities, and collective action on global challenges. VOICES offers an educational curriculum, mentorship, a capstone project, community festival, and cultural immersion.

ORGANIZATION VALUES: Integrity, Respect, Accountability, Compassion, Connectivity, and Collaboration.

BENEFITS & PERKS: You will have life and disability coverage. No other benefits are provided for positions 24 hours or less per work week.

WORK ENVIRONMENT: Hybrid/Remote, onsite when needed. This may adjust as business needs change.

COMPENSATION: In addition to the opportunity to partner with a thriving nonprofit organization the base salary for this position will range from \$22.49 to \$28.55 per hour. Exact compensation may vary based on skills, experience, and location.

Up with People is an Equal Opportunity Employer and is committed to promoting the growth of a diverse and inclusive culture.