

## Executive Assistant

Internationals Network is currently seeking passionate, skilled and committed educators to join our team for a full-time position as Executive Assistant.

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## WHO WE ARE

**Our mission is to provide quality education for recently arrived immigrants by growing and sustaining a strong national network of innovative public secondary schools while broadening our impact by sharing proven best practices and influencing policy for English Language Learners (ELLs) nationally.**

English Language Learners represent nearly 10% of the US public school population. Across the US, immigrant ELLs graduate at among the lowest rates and dropout at among the highest of all student subgroups. Internationals Network is the only school-development and -support organization that specifically addresses the educational needs of this population. Based on 33 years of experience, Internationals Network has proven methods for tailoring the core principles encompassing instruction, culture, structure, and leadership—to effectively serve this population.

We partner with public schools, districts, community organizations, and others to design, open and support schools and provide professional development and resources to educators.

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## WHAT YOU'LL DO

Executive Assistant supports the Executive Director as well as the Program Directors. This position reports to the Executive Director.

Your specific responsibilities include:

- Manage and prioritize the Executive Director's calendar and schedule meetings with staff and a wide variety of external constituents
- Support Executive Director in planning and preparation for quarterly Board of Directors meetings
- Coordinate communications, including taking calls, responding to emails and interfacing with constituents, on behalf of the Executive Director
- Manage and support Program Directors' calendars and schedule meetings with staff and a variety of external constituents
- Arrange all travel and accommodations for the Executive Director, Internationals staff and external constituents
- Assist Executive Director and Program Directors in preparation and distribution of meeting agendas and materials as assigned

- Facilitate internal communications with staff by regarding organization-wide activities and events such as staff meetings or other large gatherings
- Manage schedule for and prioritize conference rooms and video/audio conference lines for meetings and other occasions
- Organize special events (e.g., staff meetings, staff retreats, senior leadership meetings), selecting venues, working with vendors, scheduling meetings, and preparing materials
- Receive, open and distribute mail and deliveries accordingly
- Perform general administrative duties including filing, copying, scanning, and faxing
- Answer general office phone line, check voicemail and take detailed and accurate messages
- Welcome and interact with office visitors
- Gather supporting documents from program directors for expense reports
- Assist with other duties and special projects as needed

Key  
Qualifications  
include:

- Proven experience as an Administrative Assistant or Executive Assistant
- Proficiency in MS Office, Google Drive, and Google Applications
- Facility with office technology including computers, printers, audio/video conferencing
- Familiarity with scheduling tools including Google Calendar and Doodle
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- Discretion and confidentiality
- Ability to develop and sustain a level of professionalism in interactions with staff and a wide variety of external partners and constituents

## COMPENSATION

Compensation for this position is competitive and depends on prior experience. Internationals offers a comprehensive benefit package including Medical, Dental, Vision, Transit, and 401(k). Must be legally authorized to work in the United States.

## HOW TO APPLY

Interested candidates should submit a cover letter and resume via email to: [resume@internationalsnetwork.org](mailto:resume@internationalsnetwork.org) NO PHONE CALLS PLEASE.

For more information on Internationals Network, visit our website.

[www.internationalsnetwork.org](http://www.internationalsnetwork.org)

