

## Position Description

Administrative Assistant

The Forum for Youth Investment

<b>TITLE:</b>	<b>Administrative Assistant to the Executive Team</b>
<b>SUPERVISOR:</b>	<b>President &amp; CEO</b>
<b>PURPOSE:</b>	Provide direct administrative support to the CEO and Executive Team, including support for quick-turnaround assignments and regular in-box and schedule management. The CEO and COO have executive level oversight of the Forum's client relationships and major internal projects. The Administrative Assistant works primarily for the CEO but overlaps with the COO to ensure continuity in the management of communications, scheduling and task management associated with external and internal commitments.

### Organizational Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan "action tank" committed to changing the odds that all children and youth are ready for college, work, and life. It provides ideas, services, and networks that leaders need in order to make more intentional decisions that are good for young people. The Forum helps leaders increase their capacity to more effectively make the case for and manage the collaborative efforts that are needed to change the odds for youth; improve the alignment and appropriateness of child and youth policy agendas and investments; and strengthen programs' and practitioners' capacity to create environments in which youth thrive, across all the systems and settings where young people spend time.

The Forum is a thriving organization with a budget of over \$11 million, a staff of 55 and headquarters in Washington DC. The Forum overall is funded by a mix of foundations and corporations with a growing fee-for-service contract base. For more information, please visit <http://www.forumfyi.org/>.

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### Position Responsibilities

- Maintain the CEO's calendar, inbox and timeline for projects, commitments and special reports.
- Provide direct administrative assistance to the CEO and Executive Team, including support for quick-turnaround assignments.
- Be prepared to interact frequently and efficiently with key relationships (e.g., clients, partners, funders and Board members), conveying and updating information in person as well as via email and phone (primary modes). Accept bottom-line responsibility for being the information conduit for requests for the CEO's and, as needed, broader executive team's time.
- Be prepared to interact frequently and efficiently with other internal staff, conveying and updating information on executive team availability and project progress, in person as well as via email and phone. Accept bottom-line responsibility for being the information conduit for accurate internal communications and task management.
- Be familiar with all aspects of the Forum's activities in order to effectively use that information to screen, prepare and manage responses. This includes, and is not limited to, knowledge of the Forum's projects, procedures and policies.

- Maintain both electronic and hard copy files related to clients, projects, funders and general administration needed by the CEO and the executive team, ensuring that they are up-to-date and coordinated with the office systems as needed to contribute to master files.
- Coordinate travel-related logistics for the CEO and other members of the executive team, including booking flights, lodging, and meetings; producing itineraries and other appropriate travel documents; and preparing expense reports.
- Provide support associated with special projects and events that involve executive team staff (e.g., mailings, meetings, data entry, reports, etc.).
- Prepare short correspondence as needed.
- Other duties as assigned.

## Performance/Character Requirements

The successful candidate will be known as a highly organized person who meets deadlines and is very effective in time management. Ability to make judgments, assume responsibility, and work independently is essential. Analytical ability to identify and establish priorities, and attend to all details in a professional manner is required. Initiative, creativity, reliability, flexibility, thoroughness, accuracy and follow-through are critical.

## Qualifications

- Excellent time management, communication and organizational skills are required.
- Communications skills must be effective and courteous, requiring high integrity and professionalism.
- Advanced Microsoft Office skills are required.
- At least 2-3 years of professional office experience as executive or administrative assistant required. Bachelor's degree and interest in youth development issues preferred.

## Working Environment

Flexibility is required to adapt to the dynamic work environment of a small but growing non-profit "think tank" that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position.

## Position & Compensation

Salaries at the Forum are competitive with comparable non-profit organizations in the region and will be based upon experience and expertise. Salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.

Please send resume and cover letter with salary requirements to: [jobs@forumfyi.org](mailto:jobs@forumfyi.org). Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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*The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at [jobs@forumfyi.org](mailto:jobs@forumfyi.org) if you require a reasonable accommodation to complete your application.*