



## **Job Announcement**

### **Executive Assistant to the Executive Leadership Team (EA to the ELT)**

### **June 2024**

**Position:** Executive Assistant to the Executive Leadership Team (Full-time, Non-Exempt, 40 hours/week)

**Location:** Remote-Candidates must be able to travel 2-4 times per year.

#### **Organizational Overview**

URGE plays a unique and critical role as a reproductive justice organization that engages young people and catalyzes their power to fight for the ability of all people to build the families they want, access the healthcare they need, and to live and love in a way that's true to who they are. Working with young people ages 18-30, and the leadership of young people of color, women, queer, trans, and nonbinary folks, and people of low-income, URGE provides training, field mobilization and national leadership to move policy, systemic, and cultural change.

#### **Position Summary**

URGE seeks an experienced, energetic, and proactive person for a full-time position to support the members of our Executive Leadership Team (ELT). Working closely with our Deputy Directors of Program, Finance and Development, the executive assistant will provide support in the areas of organization administration and event & travel coordination.

This role reports to the Executive Assistant to the Executive Director. (EA to the ED)

#### **Essential Responsibilities Include:**

- **Executive Administrative Support**
  - Provide high-level fast-paced administrative support and assistance to the Executive Leadership Team (ELT)
  - Work closely with the Executive Assistant to the Executive Director on coordinating meetings between ELT and the Executive Director, collaborative projects, internal URGE matters.
  - Manage sensitive matters with a high level of confidentiality and discretion especially decisions impacting staff and the operations of URGE.

- Manage fast-paced calendaring for the ELT, including setting up needed zoom/conference lines and communicating with external parties.
  - Prepare presentations, meeting agendas, minutes, charts/slides, reports, and other materials as needed.
  - Provide support for designated org-wide events (i.e. annual staff retreats, etc.)
  - Assist with preparation for ELT, ELT + Human Resources (HR) retreats
  - Support scheduling All Staff meetings and provide technical assistance (ppt., pdf, zoom)
  - Deliver ELT responses to HR from final interviews
  - Liaise between the ELT and other key staff and external contacts.
  - Arrange travel and accommodation for the ELT when needed, in coordination with Admin team.
  - Complete and submit group travel workbook for ELT external meetings/events.
  - Be lead point of contact for all external ELT meetings and events.
  - Assist as needed in the onboarding/off-boarding of members of the ELT.
  - Special projects and other duties as assigned
- **Scheduling**
    - ELT Meetings
    - ELT + HR Meetings
    - Management Leadership Team Meetings
    - Scheduling ELT for final interviews
    - Support SR Director of People & Culture in scheduling Labor Management Committee meetings
    - Program Team Meetings
      - State Tables
      - Program Table meetings
      - Multi-departmental meetings
- **Support of the Board of Directors**
    - Work closely with and support EA to the ED on Board meeting scheduling, agenda preparation, event planning, advance material distribution (electronic/paper), expenses and travel arrangements, lodging, meals, and other support as needed.

**Qualifications for Executive Assistant to the Executive Leadership Team (EA to the ELT):**

- Possess a strong commitment to URGE's mission and values, particularly supporting reproductive freedom and promoting youth activism and leadership.
- Committed to reproductive and gender justice, abortion access for all, queer and trans liberation, building young people's political power, and dismantling white supremacy.
- Committed to co-creating a work environment that is just, equitable, and inclusive to all, including Black, Indigenous, and other people of color, LGBTQIA+ people, women, and people with disabilities.
- Knowledgeable and passionate about reproductive justice and gender equity.
- Passionate about racial equity, reproductive justice, gender equity, and a firm belief in URGE's mission and values required.
- Bachelor's degree preferred and at least five (5) years of administrative/executive support experience with support of C-suite level Executives.
- Proven high level of discretion and confidentiality

- Detail-oriented with strong organizational skills.
- Experienced with project management.
- Possess strong oral and written communication skills.
- Able to exercise professional judgement, discretion, and maintain confidentiality.
- Able to approach responsibilities with creativity, composure, and discretion.
- Possess excellent time management skills, including the ability to work independently.
- Demonstrate strong interpersonal skills and the ability to build relationships with stakeholders, staff, board members, external partners, and donors.
- Provide flexibility and creativity to manage multiple responsibilities effectively.
- Possessing strong initiative, resourcefulness and consistency in completing, tracking, and following through with large, complex projects.
- Capable of working with a wide range of internal and external stakeholders across race, gender, and other identities.
- Proficient in Microsoft Office Suite, Social Media platforms, and other project management software. Experience with Asana is a plus. Advanced experience with PowerPoint is a plus.

**Salary for Executive Assistant to the Executive Leadership Team (EA to the ELT):**  
\$80,000/annually

**To Apply:** Please include in your cover letter how you define reproductive justice, LGBTQIA+ liberation, and racial justice, as well as how you are prepared to advance these values if selected to join the URGE team. Applications are accepted on a rolling basis. Please state “**EA to the ELT**” on the subject line. Incomplete applications will NOT be considered. Please send a cover letter and resume to [jobs@urge.org](mailto:jobs@urge.org).

*URGE is an equal opportunity employer. Black, Indigenous and other people of color, LGBTQIA+ people, and those with disabilities are strongly encouraged to apply.*