



EXECUTIVE ASSISTANT JOB DESCRIPTION FULL-TIME POSITION

Who We Are

[United to Learn](#) is an education nonprofit that is changing lives by transforming the relationship between schools and community. The United to Learn network is comprised of more than 75 partners including 47 Dallas ISD elementary schools as well as private schools, faith-based organizations, and businesses working together to accelerate student achievement, develop purposeful leaders and create a united and thriving community.

What We Believe

Our values underpin everything we do. Together we aim to be:

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

The Role

The **Executive Assistant** is responsible for furthering the mission of United to Learn through direct administrative and operations support the Chief Executive Officer (“CEO”) and the President. The Executive Assistant serves as a vital link between the executive team and staff and a critical communicator to Governance Bodies of the organization. Additional support to the Advancement or Marketing Team may be called upon depending on candidate’s skills and capacity. The Executive Assistant will report jointly to the CEO and President. Additionally, the Executive Assistant will have the opportunity to work on project teams, gaining exposure and experience from other team members.

Specific Responsibilities

- **Manage calendars** including scheduling meetings, setting up calls, sending calendar invites and providing virtual call support.
- **Manage incoming communications**, mail and electronic correspondence. Sort, prioritize, and respond as appropriate to administrative requests or re-direct inquires to team members.
- **Manage contacts**, key directories and maintain equivalent email correspondence distribution lists.
- **Assist in drafting**, revising and proofreading of meeting documents, PowerPoint presentations and business correspondence.
- **Serve as a critical liaison** to key external stakeholders including members of the Board of Directors, Advisory Council, Governance Committees and organization partners and investors.
- **Support meetings** of the Board of Directors and Advisory Council, by preparation and facilitation of meeting invitations, scheduling and overseeing in-person and virtual conference support needs, assisting in preparing and delivering meeting materials, coordinating catering, setup and take-down, recording and distributing meeting minutes.
- **Develop relationships and foster teamwork** with internal staff and external stakeholders, as appropriate.
- **Maintain files**, of both internal documents/artifacts and virtual Shared Google Drive or DonorPerfect contents.
- **Research** key issues and evidence-based practices as requested.
- **Maintain accurate records** documenting expenses, check requests, other purchases and payments.
- **Make local deliveries** to Dallas ISD partner schools and other key stakeholders.
- **Support various administrative tasks**, special projects, meetings and events as well as other duties as assigned.

Ideal Candidate Qualifications

- Strong commitment to public education, student achievement and the mission and vision of United to Learn.
- Strong communication skills, both written and verbal.
- Proficiency in Microsoft Office Suite, Google Drive, donor management systems or equivalent databases.
- Eager and thoughtful problem-solving lens with strong organizational skills and attention to detail.
- Ability to learn and embrace new skills and best practices as the organization and position evolves.
- Experience managing confidential information and sensitive situations with grace and discretion.
- Holds a Bachelor’s Degree, with at least 3 years of equivalent experience.

To apply, please email a cover letter and resume to careers@unitedtolearn.org.