



## EXECUTIVE ASSISTANT

### JOB DESCRIPTION

FULL TIME, IN PERSON POSITION, Dallas, TX

### Who We Are

[United to Learn](#) (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization [here](#)

### The Role

United to Learn's Executive Assistant is responsible for furthering the mission of U2L through direct administrative and operations support of the Executive team including the Chief Executive Officer (CEO) and the Deputy Chief of Staff (DCOS). The Executive Assistant serves as a vital link between the executive team and staff, and a critical communicator to governance bodies of the organization.

Our values underpin everything we do. The Executive Assistant is expected to consistently demonstrate United to Learn's core values.

- **Optimistic:** We believe that with the right resources all children can thrive academically.
- **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.

### Reporting Structure

The Executive Assistant will report directly to the CEO and will work closely with the DCOS. The Executive Assistant will have the opportunity to work on project teams, gaining exposure and experience from other team members.

### Essential Competencies

#### Functional Excellence

- Support administrative and project needs of the CEO and DCOS including meeting preparation, conducting background briefs, drafting attendee lists, compiling attendee biographies, and coordinating meeting materials
- Contribute to the drafting, revising, formatting and proofreading of meeting documents and PowerPoint presentations as well as daily business correspondence
- Serve as a critical liaison to key external stakeholders including members of the Board of Directors, Advisory Council, other governance committees, and organization partners and investors
- Provide critical support of planning and preparation for meetings of the Board of Directors and Advisory Council
- Refine and develop systems and processes to increase the efficiencies of the Executive Office, anticipating team needs and project next steps
- Track and organize key metrics within executive office functions
- Conduct analysis of data with keen sense for what is useful for problem-solving and decision-making
- Oversee maintenance of records and files; research key issues and evidence-based practices as requested; maintain accurate records
- Support organization by contributing to special projects, meetings, and event planning
- Make local deliveries to Dallas ISD partner schools and other key stakeholders
- Execute role with good service, minimal errors, following standard procedures, and using relevant resources within functional area
- Demonstrate willingness to learn, improve and advance own functional excellence

#### Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Basic knowledge of Dallas ISD goals and priorities of U2L schools
- Basic knowledge of Dallas public education sector and collaborative organizations



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### Project Management

- Actively attend, participate in and contribute to team meetings, create notes and action items with prompt follow up
- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Track project metrics to maintain outcomes driven focus
- Use Asana, shared drive, and other project management tools.

### Communications

- Excellent written and oral communication
- Listen actively and ask clarifying questions
- Adhere to brand personality: joyful, gracious, and sharp
- Ability to create compelling presentations in the U2L brand tone and voice, and commitment to developing presentation skills and effectiveness as storyteller
- Manage confidential information and sensitive situations with grace and discretion

### Relationship Management

- Establish and maintain trusting relationships with key stakeholders
- Demonstrate effective interpersonal skills and build trust and belonging internally and externally

### People Development

- Exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers
- Provide clear instructions when explaining tasks/projects in relation to U2L mission and vision
- Treat all with respect and provide timely and constructive feedback when needed

### Technical Excellence

- Advanced knowledge in Google Suite and Microsoft Office, specifically PowerPoint, Word, and Excel
- Advanced knowledge in setting up and running Zoom and Google Meet virtual meetings.
- Collect and synthesize data through surveys, Google Forms, and other methods

### Ideal Candidate Qualifications

- Holds a bachelor's degree, with at least 3 years of equivalent experience.
- Ability to learn and embrace new skills and best practices as the organization and position evolves.
- Excellent time management skills and ability to multitask and prioritize responsibilities
- Exceptional attention to detail and well-developed problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Ability and willingness to lead and attend organizational events as needed; including mornings, evenings, and/ or weekends
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs

### Compensation and Benefits

As a full-time employee, the Executive Assistant will receive:

- Competitive Salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

To apply, email a cover letter and resume to [careers@unitedtolearn.org](mailto:careers@unitedtolearn.org).