



CityBridge is looking for a highly motivated, entrepreneurial individual to join our ranks as Executive Assistant to the Executive Director and Operations Associate.

Responsibilities include:

Executive Assistant

- Provide administrative support to the Executive Director, including meeting coordination, travel logistics, expense reporting, filing, communication assistance, and research
- Heavy scheduling and calendaring (using Gmail); must be able to make last-minute changes as necessary with constantly changing schedules
- Attend internal meetings as needed and record minutes; provide follow-up action items to respective team members
- Liaise with other members of the staff as needed
- Coordinate and lead organization-wide events, e.g. staff meetings, summer outings, birthday celebrations, holiday parties, staff retreat, etc.
- Manage systems for storing and retrieving official grant agreements and key organizational documents
- Work in close partnership with the offices of the Founder and Chair and the Finance Team

Operations Associate

- Act as primary contact and liaison between the office and building management as well as other outside vendors
- Manage office supplies budget; research and purchase office supplies, business, and ergonomic equipment
- Manage mail and office equipment contracts and services; research cost-effective means when replacing necessary business equipment or services
- Foster and maintain a clean, organized and comfortable office, including conference rooms, kitchen and gathering areas
- Manage existing office space planning and reconfigurations
- Review operating practices, and recommend and implement improvements where necessary
- Assist with on-boarding new staff members
- Serve as the eyes and ears of the organization, while being particularly mindful of and attentive to employee morale
- Collect and submit for approval organization-wide invoices
- Prepare and maintain confidential files
- Manage organization-wide tech subscriptions and accounts
- Maintain equipment inventory; order new technology and software as needed
- Oversee CBE Staff and Office Duties Google Calendars, ensuring holidays and key events and meetings are posted and that all staff have access
- Coordinate nameplates, staff directory, and mailboxes for staff as needed
- Oversee admin mailbox



Qualifications of the Ideal Candidate

- Outstanding record of achievement in current/past positions
- Superior verbal and written communication skills to effectively manage relationships with stakeholders at all levels
- Confidentiality with sensitive material and communications
- Attention to detail; a love for sweating the small stuff
- Superior service ethic and grace under pressure
- Outstanding organizational skills
- Excellent time management and judgment, and the ability to coordinate complex operations in a fast-paced environment
- Strong initiative
- Quick learner
- Ability to work both independently and on a team
- Demonstrates exceptional professionalism, poise, and judgment at all times
- Demonstrates alignment with [CityBridge's core values](#)
- Excellent skills in Google (Docs, Sheets, Calendar) and Microsoft (Word, PowerPoint, and Excel)
- Entrepreneurial spirit and demonstrated interest in public education
- Bachelor's degree preferred

Benefits and Salary

Salary for this position is highly competitive, and a comprehensive benefits package is included.

Apply

Interested candidates should submit a resume and cover letter to Kathya Saavedra at jobs@citybridge.org. Applications will be accepted on a rolling basis.

CityBridge Education is an Equal Opportunity Employer.