

# EXECUTIVE ASSISTANT, EXTERNAL AFFAIRS



LOCATION: REMOTE  
(CALIFORNIA OR TEXAS PREFERRED)

## ABOUT LATINOS FOR EDUCATION

Latinos for Education (L4E) is a fast-growing non-profit organization that supports a national ecosystem of Latino education leaders to access highly influential roles and opportunities. Our mission is to develop, place and connect essential Latino leadership in the education sector, while mobilizing Latino voices to promote practices and policies that remove barriers to equitable educational opportunity. Since our founding in 2016, L4E has powerfully expanded our presence in the education non-profit sector through our dynamic programming and level of support to each of our Latino fellows and alumni.

## ABOUT THIS ROLE

L4E is seeking an Executive Assistant of External Affairs to provide executive support to our Chief Development Officer and administrative support across our External Affairs team (marketing, communications and development).

## RESPONSIBILITIES

The Executive Assistant of External Affairs will...

### PROVIDE EXECUTIVE LEVEL ADMINISTRATIVE SUPPORT

- Support the Chief Development Officer (CDO) in her day-to-day operations, including (but not limited to): managing calendar, scheduling meetings, and arranging travel
- Assist Chief Development Officer with department and organization-wide initiatives, events and campaigns
- Build and manage agendas Development and Marketing and Communications meetings, cross-functional team meetings and any additional necessary communications
- Support CEO, CDO and external fundraisers with meeting materials, including providing decks and other collateral as needed
- Ensure that all expense reimbursements and receipts are submitted accurately and on time
- Update donor records in Salesforce for CDO, including funder notes and to-dos
- Collaborate closely with the Executive Assistant to Senior Leadership on scheduling and special projects

### COORDINATE ACROSS EXTERNAL AFFAIRS TEAM

- Create agendas and prepare documents/presentations for team wide meetings
- Assist in maintaining our Salesforce database and ensure quality control and conduct additional research as needed to complete records
- Collaborate with the Managing Director, National Marketing to launch social media campaigns
- Collaborate closely with the Managing Director, National Development on donor stewardship projects
- Collaborate closely with the Manager, Development Operations & Analytics and the Finance team to produce adequate documentation and attachments for grants
- Support with grant management tasks, such as scheduling work blocks for reviewers and kick-off calls
- Conduct scheduling and logistic needs for in-person team meetings and retreats
- Participate in team meetings and collaborate with teammates vertically and horizontally on special projects
- Coordinate marketing materials and production for special communications projects
- Support with planning and logistical support for events
- Help build organizational culture and embody Latinos for Education core values

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## REQUIRED QUALIFICATIONS

We're looking for a highly organized individual who has the following:

- Experience monitoring and managing calendars and scheduling meetings across departments and programs
- Proficient in Microsoft Office and Google Suite tools
- Superior organization skills and adaptable to change
- Ability to manage multiple activities at once
- Strong oral and written communication skills, including superior writing, copy editing, and proofreading ability
- Demonstrated ability to manage up and influence others to action as needed
- Passion for the mission and values of Latinos for Education

## PREFERRED QUALIFICATIONS

- 2+ years of professional experience
- A minimum of 1 year of external affairs and/or development experience
- Experience with Salesforce and data maintenance
- Experience in the fundraising field

## COMPENSATION AT LATINOS FOR EDUCATION

**Compensation Philosophy:** Latinos for Education offers competitive industry rate salary bands with the goal of retaining and growing talented individuals. We conduct a robust internal and external benchmarking process to ensure that our salaries are competitive.

The salary range for this role is commensurate with experience and is as follows:

- **Compensation Band:** \$43,000 - \$65,000
- **Mid-Point:** \$57,500

**The compensation band midpoint represents the market rate for a position, and a candidate that fully meets the qualifications and experience required for the role will generally be paid at this level.** An offer made to a candidate that is above the midpoint would represent someone who is extraordinary qualified and/or the role requires being geographically placed in the Bay Area.

## BENEFITS

Latinos for Education knows that our success as a team starts with supported, engaged and healthy employees therefore our robust benefits package will ensure that you have what you need to excel in your role, encourage self-care and drive professional development, including...

- Medical/Dental/Vision Healthcare plans with UnitedHealthcare
- Pre-tax Flexible Spending Account (FSA)
- 401K with a 4% employer match and no vesting period
- Paid parental leave
- Flexible Paid Time Off (PTO)
  - This includes collective PTO the week between Christmas and New Year's Day holidays and 11 paid federal holidays
- Employer-funded life insurance
- \$1500 Professional Development Wallet for every employee

## TO APPLY

Click the link below to submit your application for this role. You will be asked to submit a resume and personal statement in order to be considered.

[Apply Now!](#)