

Executive Assistant Engage Miami & Engage Miami Civic Foundation



Position: Executive Assistant
Salary: \$47,500 - \$52,500 if FT (40 hrs)
\$38,000 - \$42,000 if PT (32 hrs)
Location: Miami, Florida
Reports To: Executive Director

ABOUT ENGAGE:

Engage Miami takes down barriers and builds bridges to equitable civic leadership through voter registration, civic education, and organizing campaigns on the issues that matter to young people in Miami. Our mission is to build a more just, democratic, and sustainable Miami by developing a local culture of civic participation for young people that is bold, creative, and impactful. We build political power for young people in South Florida to make sure the future is better for everyone.

JOB DESCRIPTION:

Engage Miami seeks an Executive Assistant to provide direct support for the executive team, ensuring success and smooth functioning for the Executive Director, as well as other members of the leadership team as needed. The Executive Assistant will support in managing schedules, correspondence, administrative tasks, coordination for meetings and travel, file management, and technical assistance. The ideal candidate is a team player, solutions focused, highly organized and detail oriented, with excellent judgement and communication skills.

Core responsibilities will include:

- Scheduling and managing an active calendar of appointments, protecting the time and priorities of the executive team
- Screening and prioritizing communications, including support in managing email and phone calls
- Support with composing and preparing correspondence that is sometimes confidential
- Documenting meeting notes and outcomes, conducting follow up as needed
- Administrative support, including tracking receipts, completing expense reports, form completion, invoicing, etc.
- Arranging travel plans and itineraries for executive team and other team members as needed
- Formatting and preparing documents and reports, including templates
- Maintain and organize file systems, responsible for management and training team members on filing protocols
- Supports the Board by taking minutes and performing other administrative functions as needed
- Collecting and preparing information for meetings with staff and outside parties
- Tracking progress to goal on key initiatives and providing reports
- Providing support with technology, software, cloud computing, and cybersecurity
- Office management, including room and space reservations and schedules, coordinating maintenance and general space management
- Assisting with special projects, initiatives, or events

Strong applicants will come ready with:

- Two years prior experience with administrative, executive support, or management experience in a dynamic, fast-paced, team-oriented environment
- Strong ability to write and communicate for business purposes, adapting to audience as needed
- Facility with google drive, spreadsheets, documents, and PDF formatting
- Strong foundation and interest in technology, ability to learn and teach others
- Impeccable discretion, excellent judgement, and ability to maintain confidentiality
- Strong detail orientation and excellent follow through, with motivation to ensure all tasks are followed up on completely and efficiently
- Emotional intelligence and maturity, with ability to take accountability and support team success
- Mindset of taking initiative, being solutions-oriented, and thinking ahead to anticipate needs, with the desire to set up others for success and attention to process
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Proactive problem-solving, including the abilities to think ahead, troubleshoot potential problems, seek solutions, and help the team meet their goals, with thoughtful communication about issues as they arise. Strong applicants will have significant prioritization skills and an adaptable work style.
- Commitment to the growth and development of self, team, and community. Strong applicants will be inquisitive, curious and open to feedback, direction, and collaboration.
- Commitment to anti-racist, feminist, and culturally competent approaches.
- An understanding of and strong commitment to Engage Miami's mission of building the power of young people at the local level to advance equity, justice, sustainability and a healthy democracy.

Nice to haves:

- Prior experience in nonprofit, progressive, or electoral environments

Individuals who are Black, indigenous, or people of color, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

Benefits include: health, dental and vision insurance, generous PTO, flexible remote work policies, and a cell phone stipend.

To apply, provide a PDF resume as well as a 2-3 minute recording (video or voice) introducing yourself, including your interest in working for Engage Miami and abilities that would support success in this role. This position can be full-time or part-time - please indicate your interest in your email if known. Please email all application materials attached to hire@engage.miami with the subject line 'Executive Assistant Application'. **Applications will be reviewed on a rolling basis.**