

## Search Under Way: Executive Assistant, (Part-time) Everyday Democracy, Hartford Conn.

Help build a democracy that values racial equity, inclusive participation and stronger communities.

Everyday Democracy, a national leader in civic participation and community change, works to strengthen democracy in neighborhoods, towns, cities, states and the United States. It has more than 25 years of experience working with grass-roots organizers and public officials to bring people together to talk about and work on critical public issues, all through a lens of racial equity. Created by philanthropist Paul J. Aicher in 1990, Everyday Democracy (formerly the Study Circles Resource Center) has worked with and learned from communities across the U.S. and has created innovative tools for public engagement and problem solving. It works with partners to build and strengthen a civic infrastructure in which public participation is welcoming and empowered.

Join a fun, mission-driven staff in a work culture where you, your ideas and your professional growth matter. Opportunities abound for challenging work, continued learning and collaborative problem solving. The organization values work-life balance and workplace flexibility. It has policies and benefits that support employees, including 100 percent coverage for employee's medical benefits, short- and long-term disability, generous vacation and leave time, a non-contributory retirement plan, and a 403(b) plan where employees contribute pretax dollars.

### Position Summary:

The ideal candidate for this position will be a self-motivated, flexible, organized, and collegial professional who works well in a team environment with all levels of employees. The Executive Assistant will provide high-level support for the efficient and effective operation of the Executive Offices. The primary duty is to ensure that the Executive Director and Managing Director are well supported and prepared to carry out their internal and external duties. While the Executive Assistant will support both Executives, they will also work closely with the Director of Administration and the Development Consultant. The Executive Assistant will act as liaison between the Executive Office and other organizational units and the Board of Directors. They will report to the Managing Director. The position will be part-time, 30 hours per week.

Success in this role calls for excellence and experience in:

- Managing many projects and duties simultaneously
- Coordination of executive calendars, travel planning, and meeting logistics
- Interpersonal communication, representing executives internally and externally with confidentiality and discretion
- Writing and editing of correspondence, minutes, and reports
- Process improvement
- Working effectively with people from all backgrounds and walks of life, with strong cultural competence
- The proficient use of Microsoft Office products, including MS Excel
- Planning and carrying out special projects
- Providing general research and administrative support to a variety of special initiatives

Candidates must have excellent administrative skills, with 7-10 years' experience in progressively responsible administrative positions and 3-5 years' experience as an executive assistant to top management. A Bachelor's degree or equivalent combination of education and experience is essential. Supervisory experience is highly valued. A general understanding of structural racism, racial equity, and community engagement are important to this position; an aptitude for continuous learning in these areas is a big plus. More information about Everyday Democracy may be found at [www.everyday-democracy.org](http://www.everyday-democracy.org).

**If you have the requisite credentials and experiences, email a cover letter and resume by March 12 to:**

Francine Nichols, Director of Administration, Everyday Democracy, [fnichols@everyday-democracy.org](mailto:fnichols@everyday-democracy.org)

***Everyday Democracy believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, age and physical ability. Everyday Democracy affirms publicly its moral and legal commitment to a policy of equal opportunity employment.***