

Executive Assistant Job Announcement

Join a highly creative, collaborative, and multi-faceted team working together to promote excellence by using data and evidence to improve the lives of *all* community college students. The RP Group provides statewide leadership and research, planning, and professional development services that support inquiry and evidence-based decision-making. Quality, authenticity, equity, and collaboration are central drivers of all our organization's work.

The RP Group began over two decades ago as a nonprofit membership driven organization for California community college institutional research and planning (IRP) professionals, designed to provide professional learning and networking opportunities. Over the last decade, our organization has grown exponentially in its size and scope, adding in the delivery of research, evaluation, planning, and technical assistance services, and expanding our professional development offerings--serving not only IRP professionals but also engaging the full range of community college educators, policy makers, funders, and intermediary groups.

The RP Group is looking for a **dynamic player** to add to **our team** as an Executive Assistant. The Executive Assistant has an opportunity to shape both the role and the future of the organization. The RP Group is a prolific producer of research and evaluation, institutional planning resources, and professional development activities. We are seeking an individual who can help us amplify these efforts and ensure us purposefully and effectively engage those who can benefit from this work. The Executive Assistant to the Executive Director and Corporate Secretary ("Executive Assistant") primarily supports the Executive Director and provides ad hoc support to the executive team.

The Executive Assistant performs a wide variety of functions to support their activities in all areas relating to the RP Group. The Executive Assistant consistently and effectively: (1) assists the Executive Director to meet internal and external commitments and to accomplish individualized goals; (2) represents the organization's interests as needed in an efficient, effective, and functional manner; and (3) acts as a trusted confidante. As Corporate Secretary, this position maintains all corporate documents, takes board and committee minutes, and serves a key role as the RP Group point of contact for activities regarding the RP Group Board of Directors ("Board"), board committees, and members.

The Opportunity

Executive support

- Plans, organizes, and sets up meetings for Executive Director; researches, collects, and prepares background information or materials as necessary for meetings; assists in research, content development, and creation of presentations; provides all other information, documents, and records as necessary to assist with decision-making
- Coordinates Executive Director's attendance at events, seminars, and appearances including managing travel arrangements, ensuring required travel itinerary and substantive information

necessary to attend events in a timely and organized manner; may also coordinate travel itinerary for other RP Group staff as directed by Executive Director

- Manages telephone inquiries for Executive Director; may also be responsible for fielding inquiries from staff and/or other third parties as directed
- Updates schedules and calendars for Executive Director, executives, and/or entire RP Group staff as directed by the Executive Director
- Serves as point of contact for the RP Group Board regarding meetings, special teleconference calls, travel arrangements, reimbursements, and other activities as assigned by Executive Director; collaborates with the executive team on the creation, compilation, and distribution of Board packages
- Prepares travel expense reimbursements for Executive Director and board members in a timely manner
- Develops and distributes communications to leaders and employees within the organization as directed by Executive Director
- Ensures strategic collaboration with appropriate internal and external personnel to accomplish organizational goals and objectives as directed by Executive Director
- Supports Executive Director in the systematic cultivation of long term, collaborative, strategic relationships with key organizations and individuals, including RP Group Board, RP Group members, CCCCO, key vendors, key customers, Foundation for California Community Colleges, etc.
- Assists with a broad range of administrative duties to support Executive Director and executive team
- Prioritizes and manages multiple projects simultaneously and follows-up on time-critical issues
- Directs ad-hoc projects as necessary and serves as project lead for planning of special events, meetings, and projects
- Aggregates, organizes, and manages a variety of records, documents, and files
- Participates in other activities at the direction of Executive Director
- Delegates appropriate duties to the Operations Coordinator to ensure focus is given to Executive Assistant-level responsibilities
- Performs other activities at the direction of the Executive Director

Corporate Secretary

- Assists the Executive Director and Board President in preparation of the agenda for Board meetings
- Assists the Executive Director and committee chair(s) in preparation of the agenda for Board committee meetings
- Develops and maintains a full and complete record of proceedings of all meetings of the Board and standing board committees
- Maintains the corporate seal and affixes the corporate seal to meeting minutes and other documents as required in the regular course of business
- Maintains appropriate working knowledge and applies rules and regulations of the Brown Act as required
- Develops and posts notices as required by the Brown Act
- Maintains all corporate records

Ideal Skills

- Excellent verbal and written communication skills
- Strong interpersonal skills including an ability to manage effective relationships with individuals of diverse backgrounds and varying degrees of sophistication including the RP Group Board, staff, and external partners, including the philanthropic community
- High proficiency with Microsoft Office Suite
- Ability to prepare, proofread, interpret, distribute, and maintain specified routine and complex documents
- Ability to track and accomplish multiple tasks simultaneously in a dynamic, fast-paced environment
- Ability to prioritize tasks and efficiently manage time to meet scheduled deadlines while keeping appropriate personnel apprised of status on a regular basis
- Ability to respond effectively to inquiries or complaints
- Ability to promote and maintain a collegial, collaborative team environment while consistently and effectively representing the views of Executives at all times
- Ability to exercise good judgment and effectiveness in working with a diverse staff and team
- Recognizes problems, develops recommendations and solutions, and oversees resolution
- Excellent documentation, organizational and problem solving skills; strong project management skills
- Strong initiative and follow-through skills
- Ability to work independently with minimal supervision
- Ability to work effectively when parameters are not well defined
- Ability to maintain confidentiality of sensitive information
- Attention to detail and high level of accuracy
- Must live in the state of California and be able to work remotely

Education and Experience

- Relevant associate's degree (AA/AS) or equivalent; bachelor's degree (BA/BS) preferred
- Minimum of 5 years directly-related experience supporting executive-level management
- Five to 10 years of related experience in managing multiple projects in a fast-paced environment

Compensation

Salary depending on experience and qualifications.

Application Procedure

For immediate, confidential consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents via **email to jobs@rpgroup.org**. **Please include in the subject line: Executive Assistant. Application Deadline: August 3, 2016.**