



## **Job Description for:**

Senior Executive Assistant to the Executive Director & CEO

### **Overview**

Ujima, Inc: The National Center on Violence Against Women in the Black Community (Ujima) was founded in 2015 in response to a need for an active approach to ending violence against women in the Black community. The name Ujima was derived from the Kwanzaa Principle of "Ujima," which means Collective Work and Responsibility. This principle is critical to addressing violence against Black women in the United States. Ujima, through its education and outreach, training and technical assistance, resource development, research, and public policy efforts, mobilizes the Black community and allies to strengthen our families, recognizing that the safety and viability of our families is connected to the health and well-being of our individual neighborhoods and communities at large. We define the Black community as the African Diaspora in its broadest sense, e.g., Black Americans (descendants of slaves in the U.S.); African immigrants, refugees, and asylees; Afro-Caribbeans; and Afro-Latinx.

### **JOB SUMMARY**

The Senior Executive Assistant to the Executive Director & Chief Executive Officer (ED/CEO) provides a wide range of administrative support, enabling the ED/CEO to lead the organization on strategic issues effectively. S/he will perform highly complex, sensitive, and confidential duties with a commitment to the highest quality work product. Building on a strong and trusting relationship, the ideal candidate will anticipate the needs and preferences of the ED/CEO. Outstanding judgment, strong organizational skills, and excellent written and verbal communications skills are foundational to this role. The Senior Executive Assistant will be a critical point of contact for internal and external stakeholders, including high-level government officials, international dignitaries, and the Ujima Board of Directors.

### **RESPONSIBILITIES**

- The selected candidate will report to the ED/CEO, but will work closely with the Executive Finance and Operations Officer and General Counsel.
- Provide the highest level of discretion and diplomacy, a wide range of executive assistance, and administrative support to the ED/CEO in managing key relationships with high-level stakeholders and funders.

#### *Administrative Support:*

- Maintain the ED/CEO's day-to-day calendar; schedule meetings/appointments and ensure effective time management and smooth operation (including informing participants; logistics such as conference room reservations, catering arrangements, dealing with scheduling conflicts; soliciting the preparation of meeting documents, etc.)
- Manage the ED/CEO's schedule and prioritize workflow; reminding the ED/CEO of upcoming meetings and resolve related conflicts and competing demands.

- Support ED/CEO's external engagements - contribute to the forward planning process, scheduling and coordinating across teams to ensure the briefing material is received and briefing meetings scheduled as needed.
- Compose and prepare correspondence (often confidential), take notes at various meetings, and maintain records.
- Plan and coordinate the ED/CEO's travel and related logistics, including flight reservations, hotel bookings, visa requests, and submission of travel expenses.
- Accept and screen calls for the ED/CEO and ensure appropriate follow-up occurs.
- Monitor e-mail and other types of correspondence (confidential and routine) for action items; when possible, direct requests to the appropriate staff member for response.
- Prepare for an escort for visitors as needed, including VIPs.

*Operational Support:*

- Routinely review the calendar and outstanding projects with the ED/CEO to prioritize and ensure that all preparation is completed.
- Ensure the ED/CEO has all necessary information and materials for meetings, speaking engagements, travel, and events.
- Participate in drafting internal announcements and agendas.
- Proactively inform the ED/CEO of any changes, issues, or concerns that may impact daily activities and/or schedules.
- Manage special projects for the organization, particularly organizational planning processes; coordinates with other departments to ensure on-time and high-quality outcomes.
- Compile reports and prepares agendas and background materials.
- Conduct reference research and prepare reports.

*Board of Directors Support:*

- Prepare and distribute relevant materials to Board members in advance of the Board of Directors' meetings. Take minutes at Board meetings and provide support to Board as needed.
- Interact and provide support to Board Members on an as-needed basis with travel arrangements, lodging, and meal planning as needed.
- Maintain up-to-date contact information for stakeholders, Board, affiliates, and associated for the Executive Leadership Team.
- Maintains discretion, confidentiality, and a positive rapport with the Ujima Board, stakeholders, and affiliate organizations.

*Event Planning:*

- Assist in the executive coordination of events, interacting with Ujima staff and consultants to track and manage communication and workflows.
- Coordinate all logistical arrangements for Executive Office events, including reserving rooms, developing invitations, monitoring RSVPs, ordering food and supplies, arranging room set-up, and serving as the main point of contact for attendees.
- Coordinate domestic and international travel and overnight accommodations for event participants.

**QUALIFICATIONS**

- 10 – 15 years of demonstrated success and increasing responsibility working with senior executives in comparable organizations.

- Highly resourceful and organized; able to work independently with a high level of discretion; has the good judgment, tact, and diplomacy to respond effectively in diverse situations; can manage confidentiality and interaction with high-level stakeholders.
- Positive work attitude and teamwork, willing to help colleagues even outside of prescribed responsibilities.
- Strong communication (written and spoken), interpersonal, organizational, administrative, and time management skills.
- Ability to multi-task and willingness to learn new skills.
- Advanced level of skill using MS Office software (Word, Excel, and PowerPoint).
- Knowledge and experience with the Federal Government, U.S. Department of Health and Human Services and the U.S. Department of Justice will be considered an asset.
- Technology and systems knowledge - Exhibits excellent knowledge of Microsoft Office applications and proficiency of technology or/and systems relevant to functional area.
- Able to coach less experienced staff on relevant technology and systems.
- Project and task management - Able to undertake diverse and complex assignments with minimal supervision and resolve competing demands.
- Demonstrates good organizational skills, can plan and prioritize own work and work of internal stakeholders.
- Institutional policies, processes, and procedures - Demonstrates relevant functional knowledge and understanding of institutional priorities, policies, operational and administrative procedures, and people.
- Able to practically apply and guide others in the policy application.
- Versatility and adaptability - Demonstrates initiative and motivation to proactively learn new developments in relevant policies, procedures, and technology.
- Demonstrated commitment to eradicating violence against women, gender violence, and/ or intimate partner violence. Demonstrated commitment to the trauma informed, survivor-centered philosophy of Ujima.

**Reports to:** Executive Director & CEO

**Employment Status:** Full time, Exempt

**To Apply:** Send résumé, cover letter, and a one-page writing sample to Ujima Jobs: [jobs@ujimacommunity.org](mailto:jobs@ujimacommunity.org)

**Closing Date:** February 16, 2022

### **Equal Employment Opportunity**

It is the policy of Ujima, Inc: The National Center on Violence Against Women in the Black Community to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. To find out more about Ujima, Inc., as well as other exciting and fulfilling career opportunities, please visit us at [www.ujimacommunity.org/jobs/](http://www.ujimacommunity.org/jobs/)

The salary for this position is competitive and depends on your experience. In addition, a comprehensive benefits package is included.