



Executive Assistant

Position Overview:

Convergence seeks an Executive Assistant to provide a range of administrative support services to the President and Executive Vice President (EVP) of Convergence. The ideal candidate will maintain the very highest standards of integrity, professionalism, efficiency, communication, discretion and independent judgment in order to provide direct and high-level executive administrative support and perform complex and diverse duties in support of the President and EVP. The Executive Assistant proactively anticipates and initiates timely actions regarding emails, meeting requests, and office operations which require in-depth knowledge of Convergence. The position requires a strong work ethic and a mastery of interpretation, logic, prioritization, time management, and the ability to resolve highly varied situations and challenges with an open and can-do attitude. This position requires an experienced professional comfortable with receiving direction from the President and EVP. The Executive Assistant will join a dynamic, growing nonprofit organization.

Principal Duties and Responsibilities:

- Leads overall administrative and technical support for the President and EVP.
- Act as an ambassador for the organization and for its leadership, establishing a positive tone with all we interact with. In a professional, positive and cordial manner, communicate directly, and on behalf of the President and EVP with staff, vendors, donors, Board and Leadership Council members.
- Quickly analyzes and vets requests for the President and EVP prior to recommending appropriate engagement opportunities. Proactively seeks information to determine the President's and EVP's role and expected participation prior to accepting invitations to meetings and appearances.
- Collaborates with other staff in order to compile briefing materials, including background research and talking points in advance, which meet standards for use by the President and EVP. Schedules review and preparation time for the President and EVP, as necessary.
- Manages all aspects of the President's and EVP's travel arrangements. Highly skilled at creating an intuitive calendar for the President and EVP, including mobile friendly and easy to read itineraries. Coordinates detailed logistical arrangements for all travel, meetings and conferences.
- Creates and manages diverse and complex agendas and logistics (room reservations, IT for tech/AV support, catering, assists with offsite events as needed) for meetings as needed.
- Attends and supports high-level meetings as appropriate (record, interpret, draft, type, and distribute minutes, deadlines, and action items of said meetings). Possesses impeccable attention to detail and timely follow-up.
- Composes, prepares, and edits executive-level internal and external correspondence and documents including drafts, memos, emails, reports, and other communications (e.g., thank you cards).
- Uses discretion and excellent judgment when dealing with confidential issues and information.
- Utilizes Salesforce to track/link the President's and EVP's correspondence as necessary.



- Able to extract information and contact details from Salesforce.
- Reads and analyzes incoming memos, submissions, and reports to determine their significance and manages their distribution and/or appropriate response.
 - Responsible for processing the President's and EVP's expenses, invoices, and processing monthly credit card reconciliations.
 - Performs other general administrative duties such as photocopying and mailing. Opens, sorts, and distributes incoming correspondence. Maintains electronic and hard copy filing systems.
 - Greets visitors and answers phone calls and directs calls to appropriate parties or takes messages.
 - Serves as a training resource to less experienced staff regarding quality of work, policies, and procedures. Exudes trust, transparency, collaboration, inspiration, and positivity. Thwarts negativity and working in silos.
 - Maintains the good order of the office and anticipates/monitors needed supplies and orders inventory as appropriate; verifies receipt of supplies. Also responsible for reconciling expenses on the organization's Staples credit card.
 - Serves as primary point of contact for the organization's IT needs, and acts as a liaison between the staff and the organization's IT support provider.
 - Processes check requests for any consultants supervised by the President and EVP.
 - Responsible for sending announcements, reminders and other communications to staff as necessary.
 - Ensure relevant staff are trained on front desk coverage.
 - Support projects, teams and Convergence-wide initiatives as needed.
 - Perform other duties as required/assigned.

Skills and Dispositions:

- Post-secondary credential or degree, or equivalent experience; bachelor's degree preferred
- A minimum of 5 years of experience in a similar role, with at least 2-3 years of experience providing executive administrative support
- Superb and professional verbal, written and interpersonal communications skills with ability to write draft correspondence on behalf of executives
- Excellent organizational skills with a proactive style
- Unrelenting attention to detail
- Ability to take initiative
- Timely, reliable and able to work late around our thrice-yearly Board and Leadership Council meetings and on other occasions as needed
- Ability to work both independently and collaboratively as a team member
- The capacity to efficiently multitask, prioritize, and stay calm under competing demands
- Strong computer skills (proficiency with Microsoft office suite required/experience with Salesforce and Office 365 a plus.)
- Proactive in identifying and solving problems and improving processes
- Ability to independently prioritize work and meet deadlines
- Sense of humor; and
- Interest in and commitment to Convergence's mission and aspirations to create social change through collaboration and relationship-building



To Apply:

Email your resume, cover letter and short writing sample to jobs@convergencepolicy.org with Executive Assistant in the subject line. Indicate where you saw the job announcement in the body of your email, and please include your salary requirements in the cover letter. **Only applications that include the requested resume, cover letter, short writing sample and salary requirements will be considered.** No phone calls please.

About Convergence:

Convergence Center for Policy Resolution – www.convergencepolicy.org – is an established, independent, 501(c)(3) non-profit that convenes people and groups with conflicting views to build trust, identify solutions, and form alliances for action on critical national issues. It achieves outcomes through structured, facilitated dialogue and long-term relationship building, shifting the focus from winning the debate to collectively seeking solutions. Convergence is addressing a broad range of issues of national importance including poverty and economic mobility, the Federal budget process, incarceration, and health care.

Convergence values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Convergence is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.