



SENIOR ADMINISTRATIVE ASSISTANT

ROLE OVERVIEW

YAASPA is seeking a full-time Senior Administrative Assistant with a successful record of providing high level support for senior staff with a familiarity of administrative digital tools. They will report to the CEO and support the senior leadership team. They will liaise between the board, CEO, and senior leadership team to support cohesion of communications, reporting, travel, expenses, and beyond. The ideal candidate is adaptable, enjoys pivots, thrives in an innovative work environment, and works well within a team-based culture.

APPLY

APPLY HERE: <https://bit.ly/yseioraa>

We are looking to fill this position as soon as possible with a start date as early as December 2023. Flexibility of the start date will be given for the ideal candidate.

Salary range: \$60k-70k

YAASPA is an equal opportunity employer.

OUR ORGANIZATION

Founded: 2010

Vision: to cultivate youth middle school through college to be civically engaged in community and career!

Foundational organization pillars:

Academic, career, and civic efficacy

Civic Engagement

Civic literacy

Racial Identity Development

IDEAL CANDIDATE

Required

- Humility and coachable
- Manages calendar, appointments, and support with email
- Ensures coverage and planning logistics for internal and external meetings
- Strong communication skills to protect CEO's time
- Co-creating effective ways for senior staff to communicate and acts as a liaison
- Engaging and maintaining sponsors
- Maintaining and learning digital platforms to provide effective support
- Mail, expense, and receipt management
- Detailed data entry and meeting record keeping
- Managing time in an independent manner with integrity
- Effective note taking and creating memos etc
- Build, manage, and maintain vendor database
- Exceptional communication skills (verbal and written) including editing skills
- Fluency in Google applications, Zoom/other meeting platforms, Microsoft etc
- And much more...

Preferred

- Minimum five + years of experience as Administrative Assistant, Executive Assistant, Project Manager etc
- Experience working with senior staff(CEO, Executive level)
- Innovative with organizational skills
- Understanding of project management
- Availability to work after hours on occasion for events
- Familiarity with Artificial Intelligence (AI) supports

BENEFITS (DENTAL, HEALTH, VISION, RETIREMENT) INCLUDED

