



Position: Executive Assistant, Advocacy and Network

Organization: After-School All-Stars

Location: National Headquarters in Washington, DC

Organization Background:

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to nearly 75,000 children on nearly 350 school sites in 19 chapters across the U.S. Our vision for our All-Stars are: to be healthy and active, to graduate high school and go on to college, to find a career that they love and to give back to their communities.

A Unique Opportunity:

After-School All-Stars is currently seeking a driven, proactive Executive Assistant (EA) to support the President, National Network, and the National Headquarters in Washington, DC. **The EA will be crucial to the overall management and strategy of the ASAS headquarters in Washington, DC, and can expect to gain a wealth of knowledge about non-profit management and outreach strategies.**

General responsibilities include:

Advocacy and Network

- Calendar and contact management of the President, including meeting coordination, scheduling, and follow up
- Handle all travel for the office of the President and the DC headquarters
- Act as liaison for the President as necessary
- Draft written correspondence on behalf of President, including network wide communications, advocacy and policy updates, and national and local outreach
- Coordinate high level meetings and organizational gatherings
- Cultivate and maintain relationships between the ASAS national office and the broader ASAS network
- Support the regional leadership teams as needed

Administration and Office Management

- Support the operations of the DC home office, including: ordering stationary supplies; maintaining a well-organized, stocked supply cabinet, ordering new office supplies when needed; coordinating supplies/service for copy machine, computers and phones; organizing and maintain storage areas; manage office subscriptions, managing scheduling of common spaces
- Support office technology, telecommunications, and building management
- Coordinate mail and shipping: posting, processing and dropping off of mail and/or UPS and FedEx; maintain mail and shipping supplies.
- General administrative support: logistical event planning assistance; supporting ad hoc staff administrative tasks as needed
- Other duties as assigned

Who should apply?

The EA will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is preferred. The successful candidate will be extremely organized and detail oriented, have strong communication skills, excellent writing skills, and be capable of multi-tasking and juggling multiple priorities and deadlines. The EA must demonstrate a high level of professionalism and discretion, as the EA have access to sensitive organizational information. Candidates should have a desire to demonstrate exceptional skills in a high level, high profile position.

Salary and Benefits:

This is a full-time, non-exempt position (40 hours/week); the starting hourly rate for this position is \$21 and is commensurate with qualifications and experience of the individual candidate. ASAS offers a competitive benefits package, including: medical, dental, vision, 18 days of paid time off, and 15 paid holidays.

How to apply: Please submit a resume and cover letter via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format, addressed to the Senior Director of Talent Development, and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "EA" and your last name in the subject heading.