



Executive Coordinator | Office of the CEO

Equal Access International, an international not for profit organization headquartered in San Francisco, CA, empowers underserved communities in the developing world with critically needed information, and education. With funding from bi-laterals, multilaterals, foundations, corporate and individual donors, we implement innovative media and community engagement programs that inspire positive social change on Women's & Girls' Empowerment, Youth Life Skills & Education, Peacebuilding, Civic Participation, Agriculture & Economic Development, and Global Health. With 200 staff worldwide and a fourteen year track record implementing media and social change projects in challenging locations, Equal Access is in the process of extending its impact globally and **seeks a highly motivated Executive Assistant to support the President and Chief Executive Officer in leading Equal Access growth and strategic response to an ever-increasing demand for the organization's services.** Equal Access' culture is dynamic, hard-working and collegial. With an annual budget for 2017 of 11 million, this position offers our ideal candidate an extraordinary opportunity to join a high performance team in scaling an organization already reaching millions of beneficiaries and demonstrating positive impact across the developing world. Detailed information about Equal Access International and our programs is available at www.equalaccess.org.

About the Position: The Executive and Communications Coordinator is a cross-functional role serving both as the CEO's assistant including managing the CEO's calendar and activities to ensure maximum efficiency and supporting the Director of Communications and Partnerships with communication, marketing, business development and research projects.

Primary CEO Responsibilities:

- Responsible for day-to-day management of the CEO's calendar and activities to ensure high value time utilization of the CEO in relationship to external and internal requirements. Brief/update the CEO on upcoming meetings and ongoing obligations.
- Responsible for the timely preparation and presentation of materials for key external and internal meetings involving the CEO.
- Drafts documents or conducts research to further CEO's work in program and or development;
- Reviews CEO's email communications and assists in providing timely responses to inquiries
- Works with Business Development, Marketing and/or Program teams to prepare CEO for external meetings, presentations and events, and ensures timely follow up of all action items.
- Organizes CEO travel arrangements and prepare expense reports.
- Prepares briefing memos and relevant updates for CEO on outstanding projects, identifies issues, develops contingencies and suggests remedies.
- Provides regular operating status reports to CEO as needed, assisting the CEO during operational reviews through follow up on assigned performance tasks and deadlines.
- Acts as CEO liaison to the Board of Directors, attends Board meetings, takes minutes, prepares various materials for CEO's Board reports; works with the CEO and senior management team to prepare materials for the quarterly Board Books, and assists in ongoing communications and activities with the Board of Directors.

- Supports the CEO in dealing with confidential or sensitive personnel or other organizational matters.
- Collaborates with CEO's to foster a success-oriented, positive, high integrity organizational culture.

Communications and Partnerships Coordination Responsibilities:

- Assist in research projects to landscape specific donors, approaches, press contacts, conferences or issues.
- Work with Director of Communications and Partnerships to operationalize the newly developed communication function; including generating staff templates and program materials, protocols and process', toolkits and trainings
- Assist with writing content for annual reports, contributed articles, newsletters and the website
- Assists with details and logistics including coordinating and project managing
- Supports Communications Department with social media and digital best practices
- Update and create power points, or other contemporary platforms, for conferences and pitch meetings
- Coordinate materials for meetings and liaise with partners, influencers and press to set-up meetings
- Assist in event planning
- Work to support the Senior Management Team and provide assistance as needed

Our ideal candidate has the following qualifications:

- A Bachelor's Degree is required or equivalent work experience. Minimum 1-2 years' experience as executive assistant to CEO or other C-level position.
- Excellent organizational skills; flexible and able to multi-task, with demonstrated resourcefulness in setting priorities.
- Strong verbal and written communication skills; ability to effectively present and execute on innovative ideas. Ability to write reports and business correspondence. Outstanding grammar and proofreading skills.
- Ability to effectively present information and respond to high level inquiries from clients, donors, partners, Board Directors and other members of the international community. Experience interacting with a Board of Directors strongly preferred
- Strong sense of accountability, integrity and ability to handle highly visible responsibilities.
- A commitment to the vision and mission of Equal Access International.
- Excellent analytical skills; ability to quickly aggregate and analyze information.
- Ability to take initiative, act independently and directs one's own work.
- Ability to work collaboratively and build effective relationships with key stakeholders, Equal Access staff, Board of Directors and external partners.
- Able to handle stressful situations with measured calmness and decisiveness.
- Guided by exceptional common sense, maturity, discretion and the ability to maintain confidentiality.
- Technical knowhow of how to update a webpage through WordPress required, basic HTML knowledge a plus
- Experience updating content on social media platforms including Facebook, Instagram, LinkedIn and Twitter
- Advanced knowledge of Microsoft Office Suite and Adobe Products
- Strong eye for design, color and document layout
- Experience coordinating fundraising events and interfacing with high-level donors a plus

We offer a competitive salary, benefits and the chance to join an innovative and dedicated international team passionate about our mission.

Equal Access International is an Equal Opportunity Employer.