



## Executive Assistant Job Posting

Imagine all Americans have access to an outstanding education that meets students where they are. At RISE Colorado, we get to work toward that goal every day. This is satisfying and challenging work that makes a real difference in people's lives. We are where you can achieve professional growth with personal fulfillment. We are where you can help create the space for families to lead the way towards educational equity.

At RISE Colorado, the Executive Assistant will be a key member of a high-performing team supporting an ambitious growth plan. The ideal candidate will be an entrepreneurial professional with strong technical skills in scheduling, verbal and written communication, a passion for our mission, and great organizational and time management skills. This is a fast-paced and detail-oriented role; the Executive Assistant must manage multiple tasks and projects at the same time, have a high level of adaptability, and demonstrate strong relationship building skills.

*Interested individuals should complete the online application [here](#) and submit a cover letter, resume, and contact information for five professional references to [opportunities@rise-colorado.org](mailto:opportunities@rise-colorado.org) with the subject line: **RISE Colorado Executive Assistant**.*

### Purpose

The Executive Assistant provides high-level, confidential administrative support to the office of the CEO and Leadership Team. This position is expected to maintain the highest levels of confidentiality, discretion, and diplomacy.

### Primary Job Duties

- Proactively manage and maintain CEO's schedule and workload, including appointment scheduling for all appointments, meetings, conferences, teleconferences, and booking travel arrangements with requirements as needed
- Draft and manage all aspects of correspondence on behalf of the CEO, including emails, reports, presentations, and other written communication
- Assist CEO with travel to appointments, meetings, speaking engagements, etc.
- Assist CEO in meeting preparation, as needed
- Complete travel reimbursements and organize file management for the CEO
- Provide support for the Board of Directors as requested by CEO
- Serve as the liaison between the CEO, leadership team, and staff at large
- Undertake special projects under the direction of the CEO and perform other duties as assigned
- Support CEO in managing high-level relationships with funders, Board members, district officials, etc.
- Support the Leadership Team with scheduling meetings with one another and external partners.



## **Skills**

- At least 3 years experience as an Executive Assistant required
- Discreet and confidential handling of sensitive information
- Exemplary time management and organizational skills
- Excellent written, verbal, and interpersonal communication skills
- Strong ability to give and receive feedback and implement feedback immediately
- Experience developing content alongside subject matter experts
- Ability to use strong time management and problem-solving skills to meet deadlines
- Exceptional ability to prioritize multiple tasks seamlessly with a strong attention to detail

## **Personal Qualities**

- Passion and alignment to RISE Colorado's mission, vision, values, and culture
- Team player with strong social emotional skills
- Highly flexible, adaptable, and solutions oriented
- Exemplifies positivity and optimism
- Handles stress and high volumes of work with grace and dignity
- Operates with integrity and maintains absolute confidentiality

## **Compensation & Benefits**

Commensurate with experience.

This opportunity is complemented by a generous benefits package, including: paid time off, health, dental, and vision insurance, mental health and wellness benefit, self care benefit, partial cell phone reimbursement monthly, and 401(k) with both employer contribution and matching.

## **Application**

You must complete the two steps below if you would like to be considered for this position:

1. Fill out [RISE's online application](#)
2. Email your cover letter, resume, and five professional references to [opportunities@rise-colorado.org](mailto:opportunities@rise-colorado.org) with the subject line: RISE Colorado Executive Assistant

If these steps are not completed, you will not be considered for this position.

**We will only contact candidates chosen for further consideration. No phone inquiries please.**

*RISE Colorado is an equal opportunity employer fully committed to achieving a diverse workforce. RISE Colorado does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.*