

### Executive Assistant & Operations Coordinator Job Description

**SHE-CAN** is seeking a full-time Executive Assistant & Operations Coordinator to join our growing team in the San Francisco Bay Area. Your primary responsibilities will consist of administrative support for the organization's development team, oversee office financial reporting and operations for a team of 10 people, and provide support for the Executive Director's (ED's) schedule.

SHE-CAN (Supporting Her Education Changes A Nation) is a global non-profit organization that builds female global leadership in post-conflict countries. We help passionate young leaders win scholarships to U.S. colleges and universities, provide them with leadership training, and pair them with U.S. mentor teams who help them thrive in college and launch change-agent careers at home. To date, we have helped 103 young women from Rwanda, Cambodia, Liberia, and Guatemala win \$27M+ in full scholarships at top U.S. colleges. You will be part of a growing and dynamic team that will produce some of the world's next great female leaders and change agents.

#### Responsibilities:

- **Executive Assistant:** Manage the Executive Director's calendars, scheduling activities and meetings, make reservations, and conduct follow-up. Assist with some personal admin tasks when the ED's time is limited.
- **Operations:** Oversee technology platforms, purchasing and expenses for the office, vendor contracts, office handbook, server organization, compliance with industry-standard HR policies, and contracts and government oversight documents. Work with the CFO to manage QSEHRA reimbursement. Conduct onboarding and offboarding procedures as necessary.
- **Support Development Team:** Work closely with the development team and Executive Director to develop both individual and corporate donation proposals. Research and assist the Development Coordinator in applying for grants on behalf of the organization under the direction of the Development Director and Executive Director.
- **General Support:** In this role, you will be connected with all departments and provide key support during busy periods. For example, you may be asked to help the Program team review scholar applications, or assist the Community Building team in hosting events. You will also be tasked with providing information about potential grants, donors, and coordinating interdepartmental meetings.

#### Ideal Candidate

- **Strong Professional Interpersonal Skills:** Adept at communicating, both verbally and written, with senior executives.
- **Adept at Providing Support:** Extremely organized with past office administrative experience managing calendars.
- **Multi-Tasker:** Thrives in a fast-paced environment.
- **Fits Our Culture:** Collaborative, resourceful, adaptable, organized, excellent attention to detail, personable.
- **Technology Savvy:** Has capacity to integrate new technology to our program. Microsoft Word, PowerPoint, Excel, Dropbox, Google Drive, and Salesforce or other CRM experience required.

- Bachelor's degree required.

### Benefits to Candidate

- **Grow Your Network:** You will grow your network to include many experienced experts including CEOs, Founders, and C-suite executives of Fortune 500 companies.
- **Connect with SHE-CAN Scholars:** You'll have the unique opportunity to work closely with the SHE-CAN scholars, graduates, and applicants from Rwanda, Cambodia, Liberia, and Guatemala.
- **Become a Part of the Movement:** As a key part of this organization, you become an instrumental force in our effort to grow Women's Global Leadership.

### Compensation

- This is a 40-hour a week in-person, salaried position, Monday-Friday 9:30-5:30 in our Mill Valley office. The in-person aspect of this job is nonnegotiable.
- As a global organization, occasional calls, meetings, and email correspondence occur during the weekends and in evenings, and you will need to be accessible and occasionally come in outside those stated hours.
- Candidates must live in the San Francisco Bay Area within a reasonable commute time of our office.
- The compensation for this role is \$65,000-\$68,000 annually. It also includes 15 days of annual PTO and a monthly healthcare reimbursement of \$200.

SHE-CAN was formerly called Open A Door Foundation.