

Title: Executive Assistant

Reporting to: CEO

Employment Type: Full-time

Location: Based in Lagos, Nigeria

About Teach For Nigeria

Teach For Nigeria is a non-governmental organization building a movement of leaders who will reshape what it means to provide an excellent education for all children across the nation. We aim to cultivate students who can harness their voices and shape a changing world while being committed to their communities. This will require support at every level of leadership, from our teachers in the classroom, to the highest-ranking officials. Teach For Nigeria aims to accomplish this vision by recruiting promising young leaders, to teach for a 2-year commitment in underserved schools in low-income communities. In the long run, our organization is cultivating a network of change makers, inclusive of our students, their communities, our Alumni, government officials, community partners, supporters, and affiliates.

Position Summary

Teach For Nigeria seeks an Executive Assistant to provide critical, high level support to the CEO and help advance the organization's strategic priorities. The Executive Assistant is a critical lever in providing strategic and administrative support to the CEO, through managing internal and external correspondence, pulling together cross-functional groups that can move forward the priorities of the organization, and ensuring alignment between the priorities and time allocations of the CEO. This individual works frequently with the organization's senior leadership team and staff across all functional areas of the organization to manage projects and provide strategic support. This position provides an unparalleled opportunity for individuals with superior critical thinking, organizational, communication, and relationship-building skills to help the CEO maximize Teach For Nigeria's current impact and future growth while gaining an in-depth understanding of the organization's operations.

Due to the high-stakes nature of this position, the Executive Assistant must demonstrate exceptional judgment, professionalism, and poise at all times.

Team Overview

The office of the CEO assumes overall accountability for the organization and for maximizing its current impact and future growth. The office is responsible for working with the Board of Directors and staff leadership to chart the organization's strategic course, support the senior team in reaching its goals, engage and cultivate allies for its mission, foster a strong organizational culture and strategic alignment throughout its teams and offices, and maximize the Board's support and governance of the organization. The office of the CEO also coordinates with Teach For All, the global network for expanding educational opportunity.

Key Responsibilities

Responsibilities will include but are not limited to:

- **Provide sophisticated calendar management for CEO.** Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.

- **Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization**, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- **Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO**, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style and organization policy.
- **Act as a liaison and provide support to the Board of Directors**. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes.
- **Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately**. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc.
- **Coordinate** all Executive Team meetings and retreats and assist with staff meetings and events as needed.
- **Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the CEO and staff**, demonstrating leadership to maintain credibility, trust, and support with the Executive Team. Complete projects by assigning work to appropriate staff, including the Executive Team, on behalf of the CEO.
- **Work with the Executive Team to coordinate the CEO's outreach activities**. Follow up on contacts made by the CEO to cultivate ongoing relationships.
- **Manage all aspects of organization's office services**. Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization.
- **Replenish** the CEO's office materials such as snacks, printer supplies, paper, office supplies, etc.
- **Provide** event management support as requested.
- **Provide hospitality to all guests** and help to create a welcoming environment.
- **Answer main phone line and respond to inquiries**.
- **Process and distribute daily mail**.
- **Invest** in building long-lasting relationships both externally and internally.
- **Manage petty cash reimbursements and reconciliation**.
- **Other projects/duties as assigned** for the overall benefit of the organization.

Key Competencies

For this role specifically, we are also looking for a candidate who possesses the following key competencies:

- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Significant executive support experience, including supporting C-level executives. Non profit board experience is highly preferred.

- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Technical proficiency and problem-solving skills related to: IT infrastructure; IT support and troubleshooting; and cloud-based environments (web-based applications). ▪ Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, Fellows, Alumni members, community leaders, donors, and funding partners.
- Make appropriate, informed decisions regarding priorities and available time. ▪ Ability to complete a high volume of tasks and projects with little or no guidance. ▪ Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.
- Thrive in an intense, do-it-yourself, start-up environment.
- Ability to work well within a cross-functional team environment and diverse communities.

Experience and Qualifications

Aside from these core competencies, we are also looking for the following qualifications: ▪ At minimum, a bachelor's degree is required.

- Work experience as an Executive Assistant, Personal Assistant, or similar role. ▪ Experience and interest in internal and external communications, partnership development, and fundraising.
- Knowledge of Teach For Nigeria preferred.

It is not intended that the above listed duties reflect every job duty, responsibility, or task that the employee may be called upon to perform. The employee is expected to perform all job-related duties and tasks assigned by his/her supervising manager or other authorized manager.

How to Apply

Please email your resume and a one-page cover letter to careers@teachfornigeria.org. Please indicate the position applied for in the subject line of your email. Your cover letter should include why you are interested in Teach For Nigeria and in this position. Only short-listed candidates will be contacted.