



Executive Assistant

January 2022

About the Organization

Research for Action (RFA) is an independent, non-profit educational research organization with a mission of using research to achieve equitable educational opportunities and outcomes to help inform better policy and practice decisions. With 30 years in business, our work is designed to strengthen public schools and postsecondary institutions; provide research-based recommendations to policymakers, practitioners and the public at the local, state and national levels; and enrich the civic and community dialogue about public education.

Work Location

Requires a minimum of 1 day per week in RFA's Center City Philadelphia office (100 S Broad Street, Suite 700, Phila, PA 19110) while remaining days can be remote.

Summary

RFA is seeking a full-time Executive Assistant to provide high-level, dynamic support to the organization's Executive Director, leadership team, and Board of Directors, and manage RFA's office operations. This fast-paced position works at the highest levels of the organization, and requires the ability to think critically, anticipate complex needs, and develop solutions using the highest levels of professionalism, self-direction, discretion, and confidentiality.

This position will report to the Chief Operating Officer and will have significant opportunity and autonomy in building and managing systems of support, while collaborating closely with the Executive Director and leadership team to support key initiatives and overall leadership of the organization.

Responsibilities

The duties of this position will include, but are not limited to:

- Complete a broad array of administrative tasks that facilitate the Executive Director and senior leadership team's ability to effectively lead the organization, including meeting management and logistics, personnel support (i.e. sending flowers/cards for occasions, mailing new hire welcome packages, etc.) and general Human Resources and Finance support
- Provide operations support to RFA's Board of Directors, including keeping meeting minutes, scheduling and confirming attendance for quarterly board and committee meetings, answering board members' requests for information, meeting logistics, and other duties
- Provide sophisticated calendar management for RFA's Executive Director, as well as support with meeting logistics and external communications, deadline management, expense reporting, travel arrangements, and other administrative tasks

- Manage all aspects of RFA’s office, including vendor management and communication, office supply inventory, requests from staff for supplies or materials, management of petty cash, mail, and credit card reconciliation processes
- Demonstrate sensitivity to issues of diversity, equity, and inclusion in alignment with RFA’s mission and culture and in all communications and interactions

Education, Experience, and Skills

- Associate’s or Bachelor’s degree; significant relevant experience in lieu of a degree will also be considered
- 5+ years experience serving as an Executive or Administrative Assistant, or in a similar capacity for a mid-sized organization or company
- Ability to maintain a high level of integrity and discretion in handling confidential and sensitive information
- Demonstrated experience providing high-level support to executives and/or boards of directors
- High degree of professionalism in dealing with groups of people, including board members, senior executives, staff, and funders/clients/partners
- Ability to anticipate needs, prioritize, and complete a high volume of tasks and projects with little guidance
- Ability to react with appropriate levels of urgency to situations or events that require a quick response or turnaround
- Excellent written and oral communication skills, including the ability to communicate with a variety of external audiences, including board members, clients, vendors, and others
- Excellent organizational skills and impeccable attention to detail
- Expert proficiency with all Microsoft Office applications, namely Outlook, Word, PowerPoint, and Excel, as well as other software programs such as contact management systems

Work for RFA

Culture: RFA is a fast-paced, highly-collaborative, team-based, diverse organization where the thoughts, opinions, and perspectives of all staff members are valued. RFA welcomes applications from people of all underrepresented backgrounds and credentials.

Salary and benefits: The anticipated salary range for this full-time position is \$60,000-75,000 dependent on qualifications and experience. New hires will rarely be placed at the top of the range. RFA offers a competitive benefit package, including generous time off, employer-paid medical, dental, and vision insurance, 403(b) plans with employer match, and flex spending plans.

Other requirements: This position requires a minimum of one in-person work day per week in RFA’s Center City Philadelphia office, with the potential for additional days depending on business need and post-pandemic attendance requirements; the remaining days can be worked from a remote location. RFA takes COVID-19 precautions and the health and safety of our staff and their families seriously; masking when in person, as well as proof of vaccination consistent with current CDC guidelines, is required.

Application

Qualified candidates should submit:

- A resume;
- A detailed cover letter;
- 1-2 writing samples that demonstrate an ability to communicate clearly and professionally with diverse and/or high-level audiences; and
- Salary requirements.

All qualified applicants receive consideration for employment without regard to race, color, sex, national origin, gender identity, sexual orientation, age, religion, domestic violence victim status, veteran status, disability, history of disability or perceived disability, or other status protected by law.

Please use this link to apply: <https://app.smartsheet.com/b/form/bb564f9c8328403cbd934bab3626c1a8>

For questions about this position, please contact Alison Murawski at hr@researchforaction.org.