



POSITION DESCRIPTION

Position Title: Executive Assistant to the CEO

Salary: \$60,000 - \$70,000

Classification: Exempt

Type: Full Time Salaried

Supervisor: Chief Executive Officer (CEO)

Job Location: New York City, with international travel (residence in New York Metro Area required)

The Africa Center

The Africa Center is transforming the world's understanding of Africa, its Diaspora and the role of people of African descent in the world. Serving as the hub for the exchange of ideas around culture, business, and policy related to the continent, and in the spirit of collaboration and engagement with individuals and institutions who share the Center's values, The Africa Center inspires enthusiasm, and advances thought and action around Africa's global influence and impact on our collective and shared futures. The Africa Center is an experimental, inclusive institution fostering business, policy, and cultural exchange locally and globally.

The Position

The Africa Center seeks a highly motivated creative and talented individual to support The Africa Center's CEO. The ideal candidate for the job will be a proactive problem solver with exceptional communication skills and a meticulous attention to detail. They will have previous experience working in an office environment, performing administrative duties and providing support to management.

Primary Responsibilities

The Executive Assistant is primarily responsible for supporting the Chief Executive Officer and executive team as directed to ensure that the organization's goals and objectives are accomplished. The Executive Assistant will have primary responsibility for communications, scheduling, and financial documentation as it relates to the CEO's activities. The Executive Assistant will work directly with the Chief Executive Officer of The Africa Center to ensure timely, discreet, and effective communication between CEO's office and the TAC team, consultants, partners, funders, and guests.

The Executive Assistant will:

- Manage various elements of the Executive Officer's role and activities including email monitoring, managing and scheduling a complex yearly calendar and daily schedule, and organizing meeting logistics and materials
- Work closely and effectively with the CEO to keep them informed of upcoming commitments and responsibilities.
- Facilitate smooth communications among senior management, TAC team members, and external parties from a variety of backgrounds and timezones, making sure to maintain credibility, trust and support with all parties
- Serve as the primary point of contact for general inquiries about TAC, answering calls on TAC's general phone line and letting staff know of relevant inquiries
- Provide research support for the CEO's creative activities, speech writing, presentation, and program related activities.
- Organize and maintain records of important communications and documents from email, filing final versions of contracts, agreements, pledges and program proposals
- Assist with coordination of CEO tours and potential events, including scheduling, preparing materials, and overseeing logistics
- Schedule domestic and international travel arrangements for the CEO, including arrangement of complex travel schedules, itineraries and reservations and obtaining visas.
- Handle expense reporting, receipts
- Assist with other administrative duties as assigned by CEO

Qualifications

- Passion and connection to The Africa Center's mission.
- 2-4 years of experience supporting a high level executive preferably within a start up setting
- Strong writing, research, and interpersonal skills
- Highly Organized and able to work independently
- Experience working in diverse cultural environments with a wide range of stakeholders.
- Proven ability to handle confidential information with discretion, adaptable to various competing demands, demonstrating the highest level of customer/client service and response
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Highly proficient in office technology including Google Suite, Microsoft Word, Excel, PowerPoint, Outlook and on-line conferencing tools such as Zoom, Teams, Ringcentral etc.
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge

Professional Commitment

The Africa Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Address | 1280 Fifth Ave | New York, NY 10029 | **Mailing Address** | 2196 Third Ave, Unit #10025 | New York, NY 10035
Tel: **212 444 9795** | theafricacenter.org

Salary and Benefits

Salary is commensurate with experience and qualifications. The Africa Center offers a competitive benefits package including health insurance, vacation and paid time off, and other benefits.

How To Apply

E-mail your application to careers@theafricacenter.org with the subject line: "Executive Assistant" by **Monday, June 20, 2022**. Applications should include a resume and a cover letter. Incomplete applications will not be considered. No phone calls, please. Only those candidates considered for an interview will be contacted. Please consider your application received unless it is bounced back.