

POSITION DESCRIPTION

Position: Special Assistant to the Executive Vice President

Classification: Senior Full Time (Exempt)

Reporting to: Executive Vice President

The Council for Opportunity in Education (“COE” or “the Council”) is a nonprofit organization, established in 1981, dedicated to furthering the expansion of college opportunities for low-income, first-generation students, and students with disabilities. Through its numerous membership services, the Council works in conjunction with colleges, universities, and agencies that host Federal TRIO Programs that help more than 800,000 low-income students and students with disabilities each year receive college access and retention services.

Job Description

The Council for Opportunity in Education seeks a highly motivated, energetic, and detail-oriented individual to serve as the Special Assistant to the Executive Vice President. The Special Assistant will organize and coordinate meetings and travel and execute a variety of administrative responsibilities for the Executive Vice President. The Special Assistant will assist the Executive Vice President in maintaining contact with numerous external constituencies, to include Capitol Hill, the U.S. Department of Education, and the White House. The Special Assistant must be a creative problem-solver and able to thrive in a fast-paced, results-driven, and mission-oriented environment.

While the key function of this role is to provide administrative support, this position provides an opportunity for broad exposure to several areas, to include government relations, executive leadership and professional development, college access and retention services delivery, and event management.

Major Responsibilities

- Manages the Executive Vice President’s schedule, including the coordination of internal and external meetings.
- Uses independent judgment to draft correspondence and conduct research for the Executive Vice President.
- Prepares, edits, proofreads, and disseminates published materials for the Executive Vice President.
- Monitors and filters pertinent communication that needs to be brought to the immediate attention of the Executive Vice President.
- Uses appropriate discretion in dealing with issues of a sensitive or confidential nature.
- Attends meetings with the Executive Vice President and provides administrative support.
- Creates and disseminates meeting minutes in a timely fashion.
- Arranges domestic and international travel and accommodations.
- Answers and screens telephone calls and incoming mail.

- Assists in planning, coordination, and implementation of Council conferences and professional development seminars, including an annual Executive Leadership Institute for College Opportunity Professionals.
- Other duties as assigned.

Skills and Requirements

- Bachelor's degree required.
- Excellent communication skills, both written and verbal.
- Superior organizational skills and keen attention to detail.
- Strong analytical and critical thinking skills, with the ability to employ an entrepreneurial approach to problem-solving.
- Proficiency with Microsoft Office applications (advanced knowledge of Microsoft Outlook essential).
- Ability to relate to and communicate with diverse groups of individuals and work collaboratively as a team player.
- A self-starter who can prioritize efficiently and effectively while exercising professional judgment, particularly when dealing with confidential situations and documents.
- Ability to take initiative and work independently.
- Must be comfortable interacting with executives with poise and confidence.
- Flexible schedule as the scope of the job will require occasional travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops.
- Knowledge of and interest in issues impacting low-income and first-generation students and students with disabilities a plus.

The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. COE does not discriminate based on race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, ancestry, or veteran status. Reasonable accommodations are provided upon request.

Instruction to Apply.

Email Cover Letter and Resume to Alvin Phillips at alvin.phillips@coenet.org

Subject Line: Special Assistant to the Executive Vice President

Absolutely No Phone Calls This is not a remote position.