Executive Assistant
The Council for Opportunity in Education ("COE" or "the Council") seeks an eager and energetic candidate to fill the role of Executive Assistant. Reporting to the Executive Vice President, the Executive Assistant will play a critical role in helping the Council achieve its mission of advancing educational opportunities for low-income, first-generation college students. This is a multi-faceted position that provides rewarding opportunities for learning and growth. The Executive Assistant will provide general administrative support and assist with numerous projects across various issue areas of the Council, including various student-facing activities. The Executive Assistant will also collaborate with peers within the organization as a partner on multiple company-wide projects.

Responsibilities
- Provide administrative support to the Executive Vice President, to include calendar management and coordination of internal and external meetings;
- Work in collaboration with colleagues on various student-facing activities of the Council;
- Provide clerical support to the Executive Vice President and relevant staff in administering COE's Career Opportunities Initiative;
- Participate in the planning, coordination, and implementation of the annual COE events, including the Annual Conference, Policy Seminar, and National Student Leadership Congress;
- Research specific topics related to higher education matters (e.g., financial aid, college admissions, institutional diversity, etc.);
- Occasional travel to conferences and events hosted by COE and COE's state and regional affiliates and
- Other duties as assigned.

Qualifications
- Bachelor's degree required;
- Experience with the Microsoft Office applications;
- Excellent writing/editing and verbal communication skills;
- High energy, maturity, and the ability to exercise strong judgment and discretion in dealing with confidential matters;
- Self-starter, able to work independently, and enjoys creating and implementing new initiatives;
- Sincere commitment to positively working collaboratively with others from a wide range of abilities, backgrounds, and experiences, including staff, board members, volunteers, donors, program participants, and other supporters; and
- Awareness and sensitivity to issues impacting low-income students, first-generation students, students with disabilities, and other groups underrepresented in higher education.

Salary
$40,000-$60,000
The salary is commensurate with education, relevant experience, and demonstrated abilities.
Benefits
Comprehensive benefits package that includes:
• Medical, dental, disability, and life insurance coverage;
• Employees are eligible to participate in a retirement savings plan.
• Parking or public transportation reimbursement; and
• All federal holidays, the day after Thanksgiving, and the week between December 25 and January 1.

Additional supplementary benefits contingent upon remaining fringe benefits such as:
• Tuition assistance for the employee, employee's spouse or children;
• Payment of adoption expense; and
• Payment or reimbursement for reasonable health club membership dues and fees.

Working Conditions
This position is based in Washington, D.C., and requires:
• In-office working hours and the ability to work remotely one day a week;
• Ability to travel on occasion to COE conferences and meetings; and
• Availability to work occasional late nights and weekends as necessary.

To apply:
Please submit your application here. Note that you cannot save your application.

The Council considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, disability, marital, political or veteran status, sexual orientation, or any other legally protected status.