



**Community Education Group
Job Posting
Executive Assistant to the Founder/Executive Director**

About the Organization:

Founded and led since 1992 by Executive Director A. Toni Young, CEG’s mission was to address the health, socio-economic, environmental, and systemic challenges facing the Black community by creating and enhancing community and peer-based outreach and service programs. CEG’s mission has since evolved to encompass all underserved communities that are affected by health outcome and health access disparities, including those in rural WV. For nearly 30 years, CEG has provided culturally appropriate direct client support services, organizational TTA, capacity-building assistance, social marketing, media outreach, health promotion, and community-based research and evaluation to address pressing health needs and to create change in regard to achieving health equity.

Today, CEG is leveraging its decades of experience and expertise to adapt and implement successful intervention models on behalf of all underserved and disenfranchised communities, especially those in rural areas, burdened by poorer health outcomes and health access disparities. Alongside the launch of the Rural Health Service Providers Network (RHSPN), a subsidiary partnership with TruEvolution, CEG and RHSPN are committed to ending the HIV, Viral Hepatitis and Substance Use Disorder (SUD) syndemic throughout Appalachia.

Position Summary:

As CEG builds on over three decades of achievements, the Executive Assistant will work closely with the Executive Director (ED) to meet the organization’s needs as it continues to experience growth and expands to take on additional efforts. The executive assistant reports to the Executive Director with duties/responsibilities listed below:

Job Location:	Flexible. If outside of West Virginia or the District of Columbia, residence within close proximity to a major airport with flights to these regions is required. No re-location costs are borne by the agency.
Travel Requirements:	Roughly 35%
Reporting Relationship:	Executive Director
Supervisory Relationship:	None

Agency-Wide Duties and Responsibilities:





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- Supports the mission, vision, and values of the CEG and the RHSPN
- Complies willingly with all organizational policies and procedures
- Ensures that all internal and external engagements are equitable, inclusive, and accessible
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Cultural humility
 - Maintenance of confidential information
- Communicates appropriate information to their supervisor and other departments in a timely and effective manner.
- Attends twice weekly staff meetings (x8 per month), on time and prepared with requested materials and updates
- Attends weekly check-ins (x4 per month) with whomever is their direct supervisor
- Attends all virtual meetings of the West Virginia Statewide Stakeholder Coalition and the Rural Health Service Providers Network
- Attends annual staff retreat (x1 per year)
- Attends at least one virtual or in-person conference (x1 per year)

Position-Specific Duties/Responsibilities:

Complete a broad variety of administrative tasks that facilitate the ED's ability to effectively lead the organization, including but not limited to:

- Administrative point of contact between ED and internal/external
- Handles executives' requests and queries promptly and appropriately
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information, initiating telecommunications
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Maintains confidence and protects operations by keeping information confidential
- Provides historical reference by developing and utilizing filing and retrieval systems, recording meeting discussions
- Track ED commitments, goals, projects, tasks and deadlines
- Ensure items are effectively delegated, reprioritized, or addressed, navigating conflicting demands and time pressure
- Maintain the ED's calendar; ensure her time is allocated to the highest priorities
- Work closely with the ED to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Collect and prepare information for meetings with staff and outside parties
- Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style and organization policy
- Other duties as assigned by the Executive Director

Professional Qualifications:

Required:





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- Minimum of 5+ years of experience as an Executive Assistant reporting directly to senior management
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Strong organizational, schedule management, project management, and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills, including a sense of humor
- Strong ability to execute work with a diversity, equity, and inclusion lens
- Ability to switch gears at a moment's notice
- Connection to CEG and RHSPN's mission and programs

Preferred:

- Proven track record as an impactful negotiator, team player and relationship builder
- Demonstrated resourcefulness in setting priorities
- Maintain a positive, supportive, cooperative, proactive, can-do attitude in fulfilling the CEG and RHSPN missions
- Strong written and verbal communications skills
- Ability to function well under pressure in a fast-paced environment, and work with a small team

General Skill Requirements:

- Excellent with self-management and communication with fellow-staff and outside coalition partners when traveling or working remotely
- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary, with minimal direct supervision; work remotely without supervisory accompaniment
- Ability to work both remotely and in an open office environment
- Ability to capture values and organizational culture in writing and other communications efforts

Physical and Sensory Requirements:

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard





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measurements)

- Ability to evaluate/interpret information and make independent judgments/decisions

Compensation and Benefits:

Salary is competitive, benchmarked against similar positions at organizations of comparable size, complexity and geographic location. CEG offers a standard benefits package including paid time off.

How to Apply:

Submit a cover letter, resume and three writing samples. Incomplete submissions will not be considered. Black folks; people residing in or with a history of work in rural areas; people living with HIV, people with lived experience of substance use disorder, and LGBTQ+ people are encouraged to apply.

Initial screening will begin September 10th, 2021 and continue until the position is filled. No phone calls or emails please.

The Community Education Group is an equal opportunity employer. For more information about the Community Education Group visit www.communityeducationgroup.org.

