



## **BOARD AND ADMINISTRATIVE ASSISTANT EDUCATE GIRLS US**

**Part-Time 20 Hrs/Wk, Remote Position**

### **About Educate Girls**

Founded in India in 2007 and gaining 501(c)(3) status in the United States in 2014, Educate Girls is focused on improving the lives of girls in India and around the world by bringing girls to school who would not otherwise have access to an education. Over 4 million girls in India – the country with the world’s largest population – are not in classrooms every day. In addition to their own individual right to be educated, girls who are in school are less vulnerable to child marriage, have fewer children, are more likely to educate and immunize their own children, participate in the economy, contribute to the changes needed for climate control and have agency, opportunity and a voice in their own lives. Getting these girls to school in countries beset with patriarchy, poverty and gender exclusion is not simple. Since Educate Girls’ founding our programs have resulted in enrolling over 1.4 million girls in school (with a retention rate of 93%) and 18.6 million children in 21,000 villages have received support.

Educate Girls has received awards by such organizations as MIT Solve, The Skoll Award, USAID’s Millennium Alliance Awards, the Audacious Project and others, and its programs have been recognized as addressing 9 of the United Nations’ 17 Sustainable Development Goals.

With significant funding from the US, and a new five-year strategic plan launching in the fall of 2023, the organization is on the cusp of sizable growth. For the first time, a US-based staff has been employed to build an office with fundraising, grant-making and financial operations in the US to support the increased activity in the US of this exciting organization.

### **The Role**

The Board and Administrative Assistant will join the new team at Educate Girls US. With exceptional organizational and technical skills, this position will provide critical administrative support to the Executive Director and will manage all board correspondence and reporting. Reporting to the Executive Director, the Board and Administrative Assistant will manage all administrative functions remotely and work collaboratively with the EGUS team to ensure that the office, Board and team operations are efficient and effective.

### **Primary Responsibilities & Duties**

#### ***Board Liaison***

- Schedule and manage Board and committee meetings with calendar invitations, using Google, Zoom, and other office software systems, and maintain clear, concise and efficient communication with all stakeholders.
- Creates, edits, organizes, and distributes Board powerpoint presentations and drafts all meeting materials as needed.
- Prepare for Board and committee meetings by drafting agendas, managing meeting content, organizing and distributing all meeting materials with attentiveness to deadlines.
- Attend Board and committee meetings (virtual with the possibility of occasional in-person meetings) to record the minutes.
- Maintain Board directory, committee assignments, Board matrix and all Board corporate forms.
- Maintain and archive current and past Board records and demonstrate initiative with document revisions and all necessary follow-up.

***Administrative Support for the Executive Director***

- Assist in managing the Executive Director’s correspondence, arrangements/preparation for meetings, scheduling, general office travel for EGUS team, preparation of expense reimbursement forms, and preparation of powerpoint presentations and materials.
- Maintain electronic filing system of Educate Girls and the accurate filing and documentation of records.
- Ensure all institutional corporate and board documents are updated annually or as needed and maintained in accordance with best practices.
- Assist with donor communications and preparation of donor communications collaboratively with the Director of Philanthropy and Philanthropy Associate as needed to support the fundraising efforts of Educate Girls.
- Attend events as needed to ensure smooth event operations.
- Able to learn and represent the work of Educate Girls.
- Additional projects and responsibilities as needed.

**Qualifications & Skills**

- Minimum 5 years experience in office administration, executive assistant responsibilities or Board administrator functions.
- Associate degree or Bachelor’s Degree.
- Proficiency with Google suite products, PowerPoint and Excel.

- Ability to work as a team-player while working remotely.
- A self-starter with strong organizational and time-management skills.
- Excellent attention to detail and ability to deliver high-quality work within designated timelines. ▪

Communicates readily and efficiently.

- Ability to multi-task and to respond and pivot quickly.

### **Other**

- The position is remote; priority will be given to candidates who are in the US Eastern time zone. ▪
- Strong interest in Educate Girls' mission and the rights of girls and women.
- Candidates must live within the NY, NJ, CT tri-state area.

### **COMPENSATION**

Hourly compensation, includes paid time off. This position is part-time and does not include medical benefits.

### **HOW TO APPLY**

Please submit both a cover letter and resume in word or pdf format to [hire@educategirls.us](mailto:hire@educategirls.us) with "Board and Administrative Assistant" in the subject line. No calls, please.

Educate Girls is an equal opportunity employer and is committed to a workplace free from harassment and discrimination. Our core values are gender equality, integrity, empathy, collaboration and excellence and we seek to recruit, hire and train qualified people of all backgrounds.