

Assistant to President/CEO

Helping Individuals Succeed (H.I.S.) Agency Detroit, Michigan

Organization Background: Helping Individuals Succeed Agency is an organization that provides training for youth and their families in the areas of life-skills, college and career preparation, literacy, and entrepreneurship. Our comprehensive school-based programs combine activities and learning to help build the knowledge and skills children need to succeed, both in school and in life. **H.I.S.** has been serving youth ages 8-18 since August 2004 and recently incorporated training for adults. We have mentored over 2,000 youth since our inception and our goal is to reach 1,000,000+.

The Position: H.I.S. Agency is currently seeking candidates for the Assistant to the President/C.E.O. position.

Roles and Responsibilities:

The Assistant to the President and CEO provides administrative, research, writing and program support services to the President in the fulfillment of her responsibilities to the agency. This individual also represents the President as directed. Other services include working with the President on implementing new agency initiatives; providing research as needed, generating reports, assisting in developing agendas and work plans for Board of Trustees meetings and Board Committees; processing various communications, both verbal and written, as well as drafting, revising and editing documents, and other special projects and tasks as directed by the President. Manage and maintain the CEO's calendar. Maintain professional correspondence with Executive Assistants of key contacts, including Board members, major donors, and with local and national political and business leaders. Liaise with CEO's direct reports and facilitate meetings and information exchange between and among the senior management team. Maintain files and perform general office duties such as answering phones, opening and sorting mail, and responding to faxes and e-mails. Compose, type, and distribute meeting notes (including Board meetings minutes), routine correspondence, and reports. Other duties as assigned.

Working relationships:

The Assistant to the President's primary working relationship is with the President, and works closely with the Executive Director, members of the Board and Agency Associates and interacts with all members of the staff.

Additional Qualifications:

Experience and Qualifications

The successful candidate will ideally have the following skills and attributes:

- 5-plus years of administrative and executive support to a senior corporate or nonprofit company officer required; executive support to a CEO desirable.
- Bachelor's degree
- Excellent attention to details and outstanding organizational skills
- Excellent communication skills, including superior writing and interpersonal skills
- High proficiency in MS Word, Excel, PowerPoint, and Outlook
- Ability to work flexible hours, which may include late evenings and some weekends.
- A strong interest in, and commitment to, the Agency's mission and current grants programs;
- Strong analytical writer and thinker, with problem solving skills; excellent verbal and written communication skills, including the ability to discuss complex issues;
- Attention to detail;
- Some experience in media relations a plus;
- Discretion and the ability to maintain confidentiality;
- Strong organizational skills, sound judgment in decision-making;
- Self-starter who assumes hands-on responsibility where necessary, and is able to balance competing priorities and deadlines;
- Experience working in an organization where mutual respect, informality, collegiality and diversity are primary;
- Solid people skills, enthusiastic approach to work, a good sense of humor and the ability to communicate well across cultures;
- Self-confident; and a team player.

How to Apply:

For consideration for this position, please send letter of interest, resume and writing sample via email to:

employment@hisagency.org NO PHONE CALLS PLEASE

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