



**Job Announcement
Executive Assistant**

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DURATION: up to 1-year with possible extension

Contact: community@aapiwomenlead.org

Deadline for Application: TBD

AAPI Women Lead aims to strengthen the progressive political and social platforms of Asian and Pacific Islander communities in the US through the leadership of AAPI women, girls, and non-binary communities. Our goal is to challenge and help end the intersections of violence against and within our communities. We do this work in solidarity with other communities of color. More information at: www.imreadymovement.org and our social media platforms @AAPIWomenLead on Instagram and Twitter; and AAPI Women Lead on Facebook.

JOB OVERVIEW:

AAPI Women Lead is looking for an Executive Assistant to provide administrative support including scheduling meetings, workshops, projects, keynotes; helping to develop and manage organizational systems for emails, research, and more; providing communications support through telephone, email and social media correspondence; and other additional administrative duties.

Responsibilities

The Executive Assistant is responsible for providing administrative support to the Executive Director. The ideal candidate has experience creating and implementing organizational systems to support AAPI Women Lead's Executive Director.

- Provide administrative support (including calendaring, call logs, to-do lists and frequent correspondence with community partners and stakeholders);
- Create and manage Executive Director's calendar, meetings and events
- Develop and maintain organizational systems for emails, research, and more;

- Provide communications support through corresponding with community partners through telephone, email, social media, and more;
- Provide support and maintain positive relationships with community partners, including vendors, volunteers, community partners, and other key stakeholders;
- Collaborate with Executive Director and other AAPI Women Lead staff to support the daily functioning of the organization;
- Support Executive Director with projects, including small budgets and timelines in collaboration with Executive Director and AAPIWL staff;
- Supports Executive Director and AAPIWL staff on projects including social media, events, media projects, and more;
- Research and compile daily press clips on global, national, state, and local news related to racial, gender, and other forms of oppression and violence;
- Assisting with the Executive Director's projects by researching or writing drafts/reports
- Drafting grant applications and researching potential grants/fundings
- Manage and coordinate travel for both business and professional arrangements
- Manage the Executive Director's email correspondence: filter spam, vetting and liaise on her behalf whenever possible
- Act as a gatekeeper and time advocate to create efficiency and balance for the Executive Director's schedule
- Coordinate internal and external meetings including but not limited to team meetings, off-sites, one-on-ones, speaking engagements, and personal engagements

Execute other administrative duties as requested by Executive Director

QUALIFICATIONS:

Required Qualifications:

- 1-3+ year experience as an Admin/Exec Assistant, preferably with a non-profit organization;
- 3-5+ years of working experience;
- Strong writing and communication skills;
- Proficient in using Google Workspace, and Microsoft 365;
- Proficient understanding of social media platforms such as Twitter, Instagram, and LinkedIn;
- Organized – Strong organization skills; strong attention to detail
- Personable – Kind, reflective, supportive, grounded, and enthusiastic personality;
- Social Justice Values – Strong commitment to and has experience working on campaigns or research to end systems of violence and oppression not limited to racial and gender violence;
- Communicator – Excellent communication experience including but not limited to verbal, written, and presentation skills;
- Independent and Collaborative - Enthusiastic about working independently and collaboratively with Executive Director and community partners;
- Must have strong initiation and implementation skills;
- Ability to draft grant applications and research potential grants/fundings;
- Ability to successfully plan, organize, and implement several initiatives simultaneously;
- Ability to build and maintain positive working relationships with diverse groups of people;

- Ability to use personal initiative in performing job duties;
- Desire to learn about social justice concepts and practices including transformative justice, healing justice, and collective responsibility;
- Experience working with Black, Indigenous, Asian, Pacific Islander, and other communities of color on issues of ending violence;
- Comfortable in a fast-paced work environment; self-starter, proactive;
- Comfortable working in a team environment;
- Strong understanding and desire to learn about gender-based violence, racism, white supremacy, mutual-aid, participatory-action research, and abolition;
- Ability to safeguard confidentiality by exercising discretion in communicating information, handling records, files, and all confidential materials.

Preferred Qualifications

- Experience working across intergenerational communities;
- Experience working community organizing and advocacy, particularly with Asian and Pacific Islander communities;
- Ability to speak and write English + Asian, and/or Pacific Islander languages is desired but not required;
- Strong understanding of organizational systems and tools - Clockwise, Slack;
- Experience working in collaboration with a small staff;
- Strong networking skills;
- Energetic and inspired by individual and community empowerment;
- Experience working in collaboration with diverse stakeholders in the community.

COMPENSATION & LOCATION:

- Salary is determined as commensurate with experience at \$50,000 per year for a full-time (35 hours) position
- The Position is available in the San Francisco Bay Area and/or remotely in the United States and its territories.

Learn about AAPI Women Lead, our mission and the perks of our organization on our careers page.

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