



Job Posting: Special Assistant to the Executive Director

About North Carolina Education Corps

North Carolina Education Corps (NCEC) is a 501(c)(3) nonprofit working to provide quality whole child and academic support to students across North Carolina. NCEC was launched by the North Carolina State Board of Education and Office of the Governor in response to the impact COVID-19 is having on schools, as students struggle to keep up with learning.

COVID-19 has exacerbated academic and non-academic challenges of North Carolina's K-12 students and schools. North Carolina's 1.5 million K-12 students are dealing with learning time loss and social-emotional challenges. Our teachers and administrators face an uphill climb to advance the sound, basic education of every student.

NCEC brings together community members to support students and teachers and accelerate learning in the wake of COVID. We do this by partnering with schools to recruit, train, and deploy "corps members." Corps members -- including community college and university students, recent graduates, and retirees -- are paid a living wage by schools to work part-time as tutors.

Corps members build relationships and connect with young students. They help teachers reach students who need additional academic support. They accelerate COVID learning recovery with students, families, and school personnel. All with the goal of improving student growth and opportunity.

During the 2021-2022 school year, NCEC corps members will serve as high-impact literacy tutors grounded in the science of reading and reading instruction. As literacy tutors, corps members will assist K-3 students with building foundational reading skills, preventing a delay in learning how to read that could otherwise affect reading to learn for years to come.

For more information on NCEC, check out our [launch video](#), [basic overview](#), and [website](#).

Job Summary

The Special Assistant's primary responsibility is supporting the Executive Director. This position serves as the point of contact for internal and external stakeholders on all matters pertaining to the Executive Director's core responsibilities. The Special Assistant also serves as a liaison to the Board of Directors and executive leadership team, organizes and coordinates executive outreach and external relations efforts, and oversees special projects as needed.

Because NCEC is a high-growth nonprofit, the Special Assistant must enjoy working in an entrepreneurial environment that is fast-paced, mission-driven, and results-oriented. We seek candidates from diverse backgrounds with a passion for our mission, drive for results, care for students, adaptability, resilience, and humility. A good sense of humor goes a long way too.

Responsibilities

Manage administrative and logistical tasks

- Track Executive Director's commitments, goals, projects, tasks, and deadlines to ensure that his time is effectively prioritized
- Ensure items are appropriately delegated, reprioritized, or addressed while navigating conflicting demands and time pressure
- Maintain the Executive Director's calendar, and ensure his time is allocated to the highest-priority tasks
- Arrange complex and detailed travel plans, itineraries, and agendas
- Prepare expense reports

Represent the Executive Director in internal and external communications

- Provide a bridge for smooth communication between the Executive Director's office, Board members, external partners, staff, and others
- Ensure that all stakeholders feel good about their interactions with you and the office of the Executive Director
- Draft and edit correspondence that is often sensitive and confidential

Support relationship development with external partners

- Conduct research and analysis on potential partners
- Follow up on contacts made by the Executive Director; support relationship cultivation
- Track relationship developments in HubSpot (e.g., adding contacts, updating notes)

Provide logistical support for meetings, conference calls, and events

- Manage meeting and event invitations, and confirm that attendees will be present
- Prepare select meeting materials, such as agendas, presentations, and reports
- Secure off-site locations and support travel logistics as needed
- Attend select meetings, take notes, capture action items, and ensure follow through

Help build the strongest possible team

- Support Executive Director-led recruiting efforts
- Help onboard new team members
- Manage and coordinate select human resources initiatives

Tutor

- Every employee will serve as a literacy tutor for at least one K-3 student each during the 2021-2022 school year

Perform other related duties as requested and as responsibilities dictate

Qualifications

Required

- At least five to seven years of experience supporting senior executives
- Highly organized and highly detail-oriented, with strong project management and organization skills; able to perform and prioritize multiple tasks seamlessly
- Exceptional verbal and written communication skills and strong research skills
- Highly proficient with Microsoft Office Suite, Google Workspace (e.g., Google Drive), Zoom, and be able to pick up other applications, such as HubSpot, quickly

Preferred

- Bachelor's Degree
- Passion for and familiarity with the nonprofit sector and the organization's mission
- Proven ability to use outstanding interpersonal skills to build relationships and negotiate challenging situations, often with senior leaders, in a friendly and professional way
- Proactive approach to problem solving, with strong decision-making capability
- Highly resourceful team player, with the ability to be extremely effective independently
- Proven ability to handle confidential information with discretion
- Comfortable in a fast-paced, high-growth organization; demonstrated ability to exceed performance goals, meet deadlines, and adapt to changing circumstances

Impact Opportunity

- Contribute to a once-in-a-generation initiative to advance student achievement in North Carolina with a whole child and educational equity and opportunity focus
- Opportunity to contribute at NCEC at an early stage while it's on a trajectory to become an important fixture in North Carolina's education landscape

Additional Information

This position is currently remote but will become an in-office position in Raleigh, NC. We plan to interview at least three candidates for this role. Target start date: June 21, 2021.

Pay and Benefits

The hiring range for this position is \$45,000–\$60,000 per year, depending on experience. The position will receive generous company benefits, including health, dental, vision, and life insurance coverage, a 401k, and 15 days of paid time off per year.

How to Apply

Please apply through the simple application form on our website nceducationcorps.org/careers. PDF format is preferred for resumes.