



Job: Executive Assistant to the Executive Director

About [North Carolina Education Corps](#) (NCEC)

NCEC was launched in September 2020 by the North Carolina State Board of Education and Office of the Governor to connect caring adults to students to eliminate barriers to opportunity and unlock student potential. Now as an independent 501(c)(3) not-for-profit, NCEC partners with schools to recruit, train, and coach “corps members” who work for schools as high-impact tutors.

Why high-impact tutoring? NCEC was created to support school personnel and students during COVID-19 and beyond. COVID-19 exacerbated challenges that have long existed in North Carolina. For example, prior to the pandemic data showed that only 36% of North Carolina’s fourth graders could read at or above grade level. State results for the past two years showed young readers in North Carolina falling even further behind due to lost instructional time and added stressors.

High-impact tutoring is an evidence-based approach to accelerating student learning. As high-impact tutors, NCEC corps members provide targeted 1-on-1 to 1-on-3 support to students to extend the reach of teachers and accelerate student growth. For now, all corps members work with K-3 students to help the students master phonics – a foundational skill for learning how to read. It’s lifechanging for students and for corps members.

For more information on NCEC, check out our [launch video](#), [program overview](#), [2021-2022 impact brief](#), and an overview of our [growth trajectory](#).

EEO

North Carolina Education Corps (NCEC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws. We encourage applications from diverse candidates.

Job Summary:

The Executive 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 Executive 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 Executive 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 and stakeholders
- 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



NORTH CAROLINA
Education Corps

- 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 tasks

Perform other related duties as requested and as responsibilities dictate

Qualifications

Required

- Bachelor's Degree
- Highly organized and 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, Zoom, and be able to pick up other applications, such as HubSpot, quickly

Preferred

- At least five to seven years of experience supporting senior executives
- 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 NC 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



NORTH CAROLINA
Education Corps

become an important fixture in North Carolina's education landscape

Work Policy

This position is a hybrid position and requires frequent in-person presence at NCEC's office in Raleigh, NC. Additional local and state travel will be required.

Pay and Benefits

The hiring range for this position is \$23.49 - \$28.41 per hour, depending on experience. The position will receive generous company benefits, including company paid health, dental, vision, life, STD and LTD insurance coverages, Flex Spending Account (FSA), 401k with match, 10 paid holidays, paid sick leave, paid bereavement leave, and 15 days of paid annual leave.

How to Apply

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