

Job Description

Title: Executive Assistant
Reports to: CEO
FLSA Status: Exempt

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

Are you ready to play a pivotal role in a dynamic and fast-paced environment? As the Executive Assistant for the New York Office, you will be at the heart of our operations, primarily providing top-tier administrative support to our CEO. Your responsibilities will extend to managing the day-to-day administrative needs of our bustling New York office, ensuring seamless communication, and swiftly addressing requests and questions.

We seek an extraordinary individual who is not just highly professional, organized, and resourceful, but also self-motivated and eager to make a significant impact. With your extensive administrative background, you will have the opportunity to contribute meaningfully to our mission and grow alongside Upwardly Global. If you thrive in an environment where your skills and initiative are valued and want to be part of a team that is dedicated to making a difference, this role is perfect for you!

Responsibilities:

- Work closely and effectively with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Manage complex calendars, arrange for meeting, appointments and travel arrangements for the CEO. Anticipate CEO and COO's needs in advance of meetings, conferences, etc.
- Take and distribute meeting minutes to appropriate individuals.
- Work with the Executive Team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships.
- Communicate directly, and on behalf of the CEO and COO, with internal and external stakeholders on matters related to CEO's programmatic initiatives and COO's operational initiatives.
- Plan, coordinate and ensure the CEO and COO's schedules are followed and respected. Provide "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO and COO's time and offices.
- Prioritize conflicting needs; handle matters efficiently, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Provide general bookkeeping duties including generating and coding purchase orders for the CEO and COO.

- Provide general clerical duties including preparing correspondence; copying; filing; scheduling; ordering office supplies; distributing mail.
- Recognize and resolve office needs and manage relationships with vendors, maintenance and building management in a courteous and professional manner.
- May help plan office events, meetings, and activities or special projects.
- Other administrative duties as assigned.

Knowledge and Skills Required:

- Bachelor's degree **preferred**
- 3+ years of experience providing senior-level admin support in a fast-paced environment **required**
- Strong organizational, office management, and time management skills
- Ability to undertake proactive follow-ups on critical matters in order to effectively meet deadlines/commitments
- Ability to approach stakeholders in a persistent yet friendly and professional manner when needed.
- Ability to effectively manage multiple projects simultaneously with limited supervision
- Strong attention to detail.
- Exceptional communication skills **required** (written and verbal).
- Excellent interpersonal skills **required**; ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Strong knowledge of Microsoft Office (Word, Excel, PowerPoint) **required**; SharePoint and Salesforce **preferred**.
- Experience with database and calendar management **a plus**
- Passion for UpGlo's mission is **essential**

Work Environment/Physical Requirements

- Requires the ability to travel locally and regionally.
- Must be available to occasionally work evening events and weekend sessions (when/if needed).
- Must have reliable transportation depending on region.

Salary Range Disclaimer

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include a paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short-term disability insurance, life insurance, and retirement plan with employer match.

Salary Range Transparency: \$72,500- \$82,500

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued but prioritized. We're proud to be an equal opportunity employer seeking to create a welcoming and diverse environment.

Interested candidates should apply by clicking [HERE](#) and submitting a resume and cover letter.