

Executive Assistant

This full-time position will be based in Washington, D.C. with some flexibility/hybrid work options.
Typical Salary Range: \$65,000-\$75,000

About Education Design Lab

[Education Design Lab](#) (“The Lab”) is a national nonprofit that designs, tests, and implements unique education models and credentials that address the rapidly changing economy and emerging technology opportunities to ensure equitable outcomes for learners and earners. The Lab has partnered with some of the most aspirational institutions, and often their ecosystem partners, as they consider how to design their offerings to serve learners flexibly with more data-driven, human-centered models, processes and tools. Our biggest areas of work include improved career pathway visibility, micro-pathways, 21st century skills, microcredentials, alternative on-ramps to degree, upskilling workers, and training college leadership teams in change management and agile prototyping.

The Lab is unlike other organizations in the nonprofit education space. We are boundary-spanners and work across disciplines and alongside schools, employers, entrepreneurs, government, foundations, nonprofits, and innovators. We are known for our work on the ground and have significant experience managing national and local learning cohorts, working with organizations such as Ascendium, The Lumina Foundation, the Gates Foundation, the United Negro College Fund (UNCF), Walmart, American Council on Education, and the ECMC Foundation. To learn more about the work we do and what we care about, visit www.eddesignlab.org, and follow on Twitter [@eddesignlab](https://twitter.com/eddesignlab).

About the Role

The Education Design Lab is seeking a full-time Executive Assistant. As the Lab’s Executive Assistant, you will be the go-to team member for our CEO and Senior Leadership Team to support their calendar management, meetings, and travel coordination. In addition, the Executive Assistant will support activities key to the organization as determined by the Operations Manager, including staffing, hiring, event coordination, and administrative tasks to support our project teams. This position is the front-facing role of our 30+ person growing non-profit, reports to the Lab’s Operations Manager, and directly supports the CEO.

We are looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission and are highly motivated to change lives in the education to workforce ecosystem. You’ll be right at home here if you learn from failure and overcome adversity, cultivate strong relationships, and push yourself, your work and the people around you to the next level.

Data shows that women and BIPOC candidates more frequently do not apply to a job because they don’t feel that they meet all of the qualifications listed. Our job descriptions are general

overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to succeed in this role, we want to hear from you!

We encourage all interested persons (including Black people, Latinx people, indigenous people, people of color, first generation graduates, people with disabilities, members of the LGBTQIA+ community, veterans, and people with experience with community colleges and with learners who have long been under invested in) to consider submitting an application for this role if they meet the majority of the qualifications listed.

Responsibilities

As an Executive Assistant you will provide thoughtful and responsive support to help the Lab's Executive Team. You will be exposed to a broad perspective on the Lab's work and will have the opportunity to regularly interact with a variety of internal and external stakeholders including board members, staff, and partners. Responsibilities include but are not limited to:

- Supporting the CEO and Senior Leadership team,
 - Managing scheduling and calendaring for meetings and conference calls gathering and sharing appropriate background/preparatory material as needed
 - Coordinate and schedule travel and lodging arrangements
 - Support with expense reports, including submittals and reconciling receipts and accounts
 - Support with the preparation of meeting materials including agendas, decks, minutes and other assets as assigned
 - Help organize, prepare, and distribute information in support of client and management meetings
- Support Board & Board Committee Meetings
 - Scheduling and disseminating materials
 - Meeting agenda and presentation support
 - Taking meeting notes and minutes; share next steps with collaborators as needed
- Serve as office liaison in downtown Washington, DC
 - Reserving conference rooms
 - Managing guest arrivals and departures
 - Ordering keys/key fobs for hybrid workers
 - Order and replenish office supplies for both in-office and remote teammates
- Respond to and direct incoming requests for Lab support or partnership
- Maintain a high level of confidentiality while performing all tasks

Qualifications & Skills

Required Skills:

- You are a high energy organizer who can keep close track of large and small requests.

- Communication and collaboration are key strengths.
- You are action-biased and a creative problem-solver; you are excited to provide support—both administrative and project-based—on a wide variety of initiatives to help the organization run smoothly.
- You have proven ability to:
 - prioritize tasks and keep your supervisor updated
 - manage multiple competing deadlines and to be flexible in responding to last-minute requests
 - pay close attention to detail in all aspects of work
 - keep track of and manage multiple priorities, and know and communicate your workload and limits to your manager
 - show discretion and good judgment, especially around sensitive or confidential matters
 - recognize what it takes to be one of the public faces of the organization when communicating with third parties, prospective hires, and contractors
 - support geographically-dispersed virtual teams
- You are proficient in Google Workspace (Gmail, Google Docs, Google Sheets), Microsoft Office Suite (Word, Excel, PowerPoint) or similar platforms
- You are comfortable with collaborative project management and productivity tools such as Airtable, Asana, or similar

Preferred Skills:

- Cross-Functional Collaboration - ability to strengthen relationships across teams, incorporate diverse perspectives, use active listening skills, and focus on solutions rather than problems.
- Excellent Written and Oral Communication Skills - ability to actively listen and respond with clarity, precision, and appropriate tone and language
- Intercultural Fluency - ability to recognize and challenge your own cultural biases; show curiosity; demonstrate self-awareness; and incorporate diverse perspectives.
- Self-Directed Learning - have a desire to build skills in support of design-driven innovation, and are excited to learn the ropes of a growing non-profit

Application Instructions

To apply, please submit a cover letter and resume using the form [linked here](#) as soon as possible. Be sure to include your skills with specific technology platforms and/or systems. Applicants will be reviewed on a rolling basis.

Equal Opportunity Employer

The Education Design Lab is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age,

physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.