



Executive Assistant

Job Summary

Reports to the Founder/President, who functions as the Chief Executive Officer (CEO)

40 Hours per week: Full-Time

About SisterLove

SisterLove, Inc. (SLI), headquartered in Atlanta, GA, and with offices in South Africa, has been at the forefront for 33 years of leading intersectional work toward racial justice, sexual and reproductive justice, and women's rights as human rights. We work with leading organizations such as Gilead Sciences, Merck, Johnson & Johnson, ViiV Healthcare (Glaxo-Smith Kline), Janssen, the US Centers for Disease Control (CDC), President's Emergency Plan for AIDS Relief (PEPFAR), UNAIDS, Emory University, Ford Foundation, Elton John Aids Foundation, Planned Parenthood Federation of America, John Snow, Inc. (JSI), amfAR, and many others.

Position

SisterLove is seeking an Executive Assistant with strong communication and organizational notions. This position will report directly to the President and indirectly to the Senior Management Team (i.e., the Vice President (VP) of Admin & Operations and the Vice President of Programs and External Affairs).

The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President:

- Serve as a liaison to the Board of Directors and Senior Management teams;
- Organize and coordinate Executive outreach and external relations efforts;
- Oversee special Executive projects and
- Will be able to work independently and proactively on projects, from conception to completion, and must work under pressure to handle various activities and confidential matters with discretion.

This position requires knowledge of some clerical, managerial, and accounting functions. The ability to operate basic computer software, such as Excel, PowerPoint, Word, Adobe Acrobat, and Google Drive, is a MUST. The ability to think and express creatively is desirable.

This position is based in Atlanta, GA.

Toll Free: 1-866-750-7733 | www.sisterlove.org

LoveHouse (Global Headquarters)
P.O. Box 10558, Atlanta, Georgia 30310
3709 Bakers Ferry Rd, SW, Atlanta, Georgia 30331
Phone: (404) 505-7777 Fax: (404) 505-0003

MOTHERHOUSE (Testing Location)
1237 Ralph David Abernathy Blvd
Atlanta, Georgia 30310
Phone: (404) 254-4734

uMzi WoThando (South Africa)
3a/5 Eton Road Park
Johannesburg, South Africa
Phone: +27-11-482-2

Duties and Responsibilities

Executive Support

- Complete a wide variety of administrative tasks for the President and the Senior Management Team, to a lesser extent, including:
 - Managing an extremely active calendar of appointments;
 - Completing the bi-weekly time sheets and payroll calendar updates, such as vacation, sick, and holiday time;
 - Completing expense reports and credit card reconciliations attached with supporting documentation;
 - Composing and preparing correspondence that is sometimes confidential;
 - Arranging complex and detailed travel plans, itineraries, and agendas; and
 - Compiling documents for travel-related meetings.
- Plan, coordinate, and ensure the President's schedule is followed and respected.
- Provide "gatekeeper" and "gateway" roles, creating win-win situations for direct access to the President's time and office.
- Communicate directly and on behalf of the President with Board members, donors, Senior Management, staff, and others on matters related to the President's programmatic initiatives.
- Open and organize mail and correspondence dedicated to the President.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the President, including those sensitive or confidential. Determine the appropriate course of action, referral, or response.
- Provide a bridge for smooth communication between the President's office and internal departments, demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Work closely and effectively with the President to inform her of upcoming commitments and responsibilities and follow up appropriately. Act as a "barometer," understanding the environmental issues and keeping the President updated.
- Provide leadership to build relationships crucial to the organization's success and manage various special projects for the President, some of which may have organizational impact.
- Keep notes and recordings for the President and the Senior Management Team that can be provided on demand.
- complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the President's ability to lead the company effectively.
- Train and support the training of the President and the Senior Management Team in corporate governance matters.
- Prioritize conflicting needs, handle matters expeditiously and proactively, and follow through on projects to successful completion, often with deadline pressures.

Board Support and Liaison

- Serve as the President's administrative liaison to SisterLove's Board of Directors.
- Draft minutes for all Board of Directors meetings.
- Assist Board Members with travel arrangements, lodging, and meal planning.
- Maintain discretion and confidentiality in relationships with all Board members.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding the Board and Board Committee matters, including advance distribution of materials before meetings in electronic/paper format.

Senior Management Liaison

- Participate as an adjunct member of the Executive Team, assisting in scheduling meetings and attending meetings on demand.
- Assist in coordinating the agenda of the Senior Management team, off-sites, and all staff meetings.
- Facilitate cross-divisional coordination of travel and outreach plans.

Communications, Partnerships, and Outreach

- Ensure that the President's bio is kept updated and responds to requests for materials regarding the President and the organization.
- Support the development and execution of writing projects, including but not limited to speeches, presentations, reports, and articles.
- Edit and complete first drafts for written communications to external stakeholders.

Strategic Initiatives

- Coordinate the President's outreach activities with the Strategic Initiatives team.
- Follow up on contacts made by the President and support the cultivation of ongoing relationships, as directed by the VP of Programs and External Affairs.
- Edit all and create acknowledgment letters from the President.
- Responsible for two-way communication flow between the Executive office and the Communications Team.

Knowledge and Skills

- Expert-level written and verbal communication skills;
- Strong administrative, organizational, and multi-tasking skills;
- Emotional maturity and decision-making;
- Ability to lead and manage teams and projects;
- Team player and a strong contributor in team environments;
- Attention to detail but also the ability to see the implications for the bigger picture;
- Strong customer service;
- Ability to complete tasks independently, proactively, and efficiently;
- Ability to maintain a realistic balance among multiple priorities;
- High sense of rigor to prevent any form of mistake that may occur in the process of documenting SLI confidential information;
- Experience working in deadline-driven environments;
- Able to monitor and meet qualitative and quantitative goals; and
- Must be creative and enjoy working within a small, entrepreneurial environment that is mission- and results-driven and solutions- and community-oriented.

Qualifications

- Bachelor's Degree;
- A minimum of 8 years experience in an office environment supporting C-Level Executives, preferably in a non-profit organization;
- Strong administrative skills;
- An aptitude and knowledge of IT software/packages and
- Must Live in the State of Georgia and have reliable transportation.