

→ **Position Title:** Executive Assistant

→ **Position Status:** Full-Time

→ **Location:** San Francisco

→ **Start:** March 2019

### About Code Nation

Code Nation ([codenation.org](http://codenation.org)) equips students in under-resourced high schools with the skills, experiences, and connections that together create access to careers in technology. With a volunteer teaching corps that includes hundreds of professional web and software developers, Code Nation mobilizes the tech community to provide tuition-free coding courses and work-based learning programs that promote career readiness. Founded in 2012 (and formerly called ScriptEd), Code Nation currently reaches approximately 1,500 students per year in 46 high schools in New York City and the SF Bay Area.

### Who We Want

We are looking for an enthusiastic, skilled, and highly organized individual to provide executive support to our CEO. The Executive Assistant must be an energetic individual with extraordinary communication skills. They must also be an effective problem solver and a self-starter with a demonstrated background in providing executive support in a fast-paced environment and with the utmost discretion. In addition, he or she or they will be diplomatic, of the highest integrity, and possess sound judgment as well as a sense of humor.

### Responsibilities

- Provide day-to-day support to the CEO
- Schedule meetings and manage conflicting scheduling issues and unexpected changes
- Ensure appropriate follow up is conducted for internal and external meetings, including logging info into Salesforce
- Screen and prioritize phone calls and emails and bring important matters to the executive's attention
- Draft internal and external emails for executives as necessary
- Assist in preparation of upcoming meetings, including researching, preparing talking points, and one-pagers
- Coordinate all travel arrangements
- Organize and maintain all filing related to correspondence with the CEO
- Maintain all Board records and prepare meeting materials for all Board meetings
- Schedule and coordinate logistics for Board meetings; record minutes and manage meeting materials
- Implement an effective process for streamlining administrative procedures and maximizing efficiency organization-wide
- Perform additional administrative tasks including filing, mailing, faxing, scanning and copying
- Support on special projects and other duties as assigned

### Who You Are

- An excellent communicator with both written and verbal skills
- Highly detail oriented
- Multitasker who can work under tight deadlines
- Comfortable in interacting with various groups, including staff, Board, donors, and students
- A self-starter who doesn't hesitate in taking on new tasks and contributes to collaborative thought processes
- Experienced in providing executive level support
- Proficient in Salesforce, Google Drive, and Office Suite
- Bachelor's degree preferred

### What You Can Expect

Code Nation has a high-performing culture characterized by our desire to provide our staff members with the support, resources, and information they need to be successful in our organization and in the non-profit field in general. Benefits we offer to our staff members include, but are not limited to:

- Competitive salary commensurate with experience
- Medical, Dental and Vision Insurance with a flex spending account-for out of pocket medical costs
- Annual Vacation time-20 days paid vacation & 14 paid holidays/office closures
- Retirement Plan-Code Nation matches contributions to 401K accounts up to 2%

### How to Apply

Please send your resume and cover letter to [apply@codenation.org](mailto:apply@codenation.org) with the subject line, "Executive Assistant". All qualified applicants will be considered, but only those selected for an interview will be contacted.

Code Nation strives to build a staff and board that reflect the cultural diversity of the communities and neighborhoods we serve. Code Nation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.