

All young women have the skills, tools and opportunities to develop as ethical leaders shaping their lives and the world.



### **Executive Assistant Position Description**

YWLC is looking for a highly motivated individual who seeks to join us in our mission to inspire urban girls to engage in rigorous college preparatory learning in a small school focused on math, science and technology that nurtures their self-confidence and challenges them to achieve.

#### **Primary Areas of Responsibility**

- Coordinate and manage the calendar and schedule of the school's Co- Directors
- Schedule and communicate board meeting information
- Prepare various reports for Co-Directors
- Provide general administrative support to the school's Co-Directors and Director of Development, including mailings, filings, faxing, copying, proofreading, calendar management and routing incoming mail
- Prepare and distribute regular donor communications
- Manage gift processing and acknowledgements
- Manage donor database of approximately 5000 contacts
- Write, review and/or edit letters of inquiry and proposals to funders
- Assist with planning and execution of fundraising special events
- Research qualified individual, corporate, and foundation donor prospects.
- Assist in Moves Management strategy of donors
- Assist in preparing and executing Finance Plan
- Assist in researching and writing grant proposals.
- Assist in researching and preparing donor meetings.
- Assist with planning and execution of fundraising special events
- Assist with writing fundraising appeals.
- Assist with support of Development and Outreach Committee and other Board committees as required.
- Prepare various financial and donor reports and analyses
- Develop and maintain an active body of knowledge regarding secondary education, young women, and fundraising.
- Manage special projects as assigned.
- Attend all YWLC events when needed

## **Reporting Structure**

This position will report to the school's 2 Co-Directors, will work in support of the school's Director of Development, and will work in support of the Board in preparation for board meetings.

## **YWLCS values:**

- Commitment to high academic achievement and equitable outcomes for all students
- Education that emphasizes personal connections and a supportive environment
- Multiple ways of teaching and learning and multiple means of assessment
- Critical thinking pedagogy
- Supportive, caring teaching & learning environment for all members of our school community

## **Candidates must possess the following:**

- A relentless commitment to the work of sustaining an innovative environment environment for young urban women
- Ability to effectively collaborate with teachers, staff, and other members of the school community
- Fluency in Spanish preferred
- Strong commitment to the school's mission
- Detail and task oriented team player
- Strong work ethic and excellent ability in multi-tasking
- Ability to excel in an environment of high expectations
- Excellent communication skills
- High proficiency in Microsoft Excel, Word, Power Point and Outlook
- Willingness to participate in ongoing professional development and team and self evaluation
- Ability to respond with flexibility to demands and requirements of a small school environment

## **Incentives of working at YWLCS:**

- Strong vision and mission driven professional environment
- Strong professional development using professional inquiry and critical reflection
- Collaborative work with teachers, students, administration and parents

## **Interested candidates should send:**

- Letter of interest
- Resume with contact information for three references to:

Chandra Sledge, Co-Director, YWLCS, 2641 Calumet St., Chicago, IL 60616 or email to [jobs@ywllcs.org](mailto:jobs@ywllcs.org).

Letters of recommendations are also welcome.

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