Executive Assistant to the CEO

Location: United States or Puerto Rico
Time: 10 hrs./week (available during core hours of 8 am-6 pm Eastern, Monday – Friday)
Starts: Tuesday, September 3, 2024
Compensation: $22/hr. - $25/hr.

The Darryl Chappell Foundation ("Foundation") seeks a bilingual (English and Spanish) part-time employee (contracted through ManpowerGroup) to fill an existing part-time Executive Assistant to the CEO position. The position reports directly to the CEO.

About the Foundation

The Darryl Chappell Foundation is a 501(c)(3) Public Charity headquartered in Washington DC. The organization was founded in 2019 and has a twelve-member board of directors. The mission of the Foundation is to empower Afrodescendant artists to achieve their highest potential. The Foundation supports artists through five programs: Artists-in-Residence, Artists Talk Series, Fund for Community Art, Artists Marketplace, and a Mentorship Program.

About Manpower Group

ManpowerGroup is a global workforce solutions company. ManpowerGroup helps organizations transform by sourcing, assessing, developing, and managing talent. The Foundation contracts with Manpower to fulfill its staffing needs.

Position Responsibilities

- Coordinate with the CEO to maintain their calendar and email correspondence
- Coordinate and schedule all board committee meetings (finance, nomination & governance, program, and development); prepare committee packets and distribute them to committee members at least 24-48 hours in advance of committee meetings
- Coordinate and schedule the three board director meetings held a year (including the onsite annual meeting); prepare board packet and distribute to the board of directors
- Take minutes during committee and board meetings and coordinate appropriate follow-up action coming from meetings
- Manage all vendor bills and invoices; ensure timely payment of invoices
- With CEO, onboard new board directors, new strategic advisors
- Make and confirm all travel arrangements for the CEO
- Document core Foundation processes and procedures
- Work with the governance committee to ensure annual review of records retention
- Work with the governance committee to initiate the annual board self-assessment process
- Work with the board of directors and strategic advisors to keep bios up to date
- Keep current the Foundation's logic model and business model frameworks
- Keep current the Foundation's core strategic plan document
- Perform other administrative duties as required

Education, Knowledge, and Experience

- Business operations and administration
- Documentation of procedures and processes (standardization)
- Minimum of 3 – 4 years of full-time work experience in related functional area

Skills

- Fully bilingual in English and Spanish
- Strong demonstrated knowledge of Word, Excel, PowerPoint, Adobe Acrobat, Google Docs
- Strong demonstrated knowledge of Google Workspace
- Strong written and verbal communication skills (English, Spanish)

Resources Required

- Strong, reliable, and consistent internet connection available 24x7
- Software: Word, Excel, PowerPoint, Adobe Acrobat

How to Apply:

Applicants must submit a cover letter and resume and at least one reference to Darryl Chappell at darryl@darrylchappellfoundation.org