



**Job Posting
Executive Assistant
May 2021**

About Birthing Beautiful Communities:

BBC was formed in 2014 by African American trained Perinatal Support Persons (PSP) in the Glenville neighborhood. Since its inception, the organization has served as an agency for training, certifying, and employing PSPs who provide services for the women at highest risk for infant death.

In April 2016, with support from the Cleveland Foundation, BBC began its pilot program, in the Hough neighborhood, where the infant mortality rate was nearly 4 times the national rate of 5.748% of deaths per 1000 live births. This support enabled the organization to formalize its platform for recruiting, retaining, training, and hiring women from neighborhoods highly impacted by infant mortality to join our mission.

Since receiving 501c3 nonprofit status in 2017, BBC has served more than 600 clients and trained more than 75 women as Perinatal Support Professionals, combating the social determinants that lead to poor birth outcomes. Today, the organization sees between 250 and 300 clients between Summit and Cuyahoga County. The organization continues to train, prepare, educate, and employ women to become birth workers. BBC's grassroots and culturally centered model improves infant health, strengthens families, and establishes support to ensure ongoing family success.

BBC recently welcomed a new President/CEO and plans to initiate an extensive strategic planning process. The Executive Assistant will play a pivotal role in maintaining and forwarding the work of the organization.

About the Position:

The Executive Assistant position will average 40 hours per week under the supervision of the BBC's President/CEO. The Executive Assistant is expected to provide support to the executive, administrative staff, and Board of Directors, and will also maintain day-to-day office operations in support of the whole organization. This is a dynamic position which requires strong attention to detail, a great sense of initiative for accomplishing work that needs to be done, and the ability to manage multiple deadlines in many different areas.

Job Duties and Responsibilities:

I. Executive Assistance to President/CEO & Board of Directors

- a) Completes a broad variety of administrative tasks for the President/CEO including:
 - i. managing an extremely active calendar of appointments;
 - ii. keeping the President/CEO well-informed of upcoming commitments and responsibilities;
 - iii. ensuring the President/CEO's schedule is followed and respected;
 - iv. proactively addressing conflicts in scheduling;
 - v. arranging complex and detailed travel plans and itineraries;
 - vi. compiling documents for appointments and meetings;
 - vii. preparing briefs, reports, and presentations;

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- viii. drafting and editing correspondence for the President/CEO;
 - ix. researching and following up on incoming issues to be addressed by the President/CEO.
- b) Provides a bridge for smooth communication between the President/CEO, internal staff, and external partners.
 - c) Manages all scheduling and meeting logistics for board and committee meetings.
 - d) Assists senior staff in preparing agendas and materials for board and committee meetings.
 - e) Drafts minutes to record board and committee meetings in a timely manner.
 - f) Assists board members with travel arrangements, lodging, and meal planning as needed.
- II. Office Coordination**
- a) Greets office visitors and answers incoming calls.
 - b) Maintains office phone system.
 - c) Checks office mailbox and sort, address, and/or distribute mail as appropriate on a timely basis.
 - d) Ensures kitchen and office common areas are kept tidy.
 - e) Stocks office supplies and refreshments.
 - f) Ensures copier supplies and maintenance are in order.
 - g) Acts as point of contact between BBC and external vendors.
 - h) Contacts building manager regarding maintenance issues and other requests.
 - i) Suggests more efficient ways to run the office and troubleshoot issues.
 - j) Researches advantageous deals for supplies and/or vendors.
- III. Support for Information Technology**
- a) Maintains and develops Google Drive document structure for BBC's official file storage.
 - b) Acts as point of contact for staff regarding Google Suite and IT issues; and liaises with IT vendor for expert support.
 - c) Creates Google accounts and prepares computers for new staff.
 - d) Provides orientation on basic operations of the computer, Google Suite and Drive to new staff.
- IV. Support for Administrative and Programmatic Activities**
- a) Manages the scheduling and logistics for staff meetings and events.
 - b) Supports communications activities, fundraising, and accounting activities as needed.
 - c) Assists program staff with administrative support as availability allows.
 - d) Completes special projects as assigned.

Training & Experience:

- Five (5) years' experience OR a Bachelor's Degree and three (3) years' experience working in assistance to senior staff and providing general office support.
- Experience and proficiency in writing meeting minutes and drafting executive correspondence.
- Experience and proficiency in Google programs.
- Familiarity with Facebook and Twitter platforms.



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- Experience working in a nonprofit organization and/or the health sector a plus

Qualifications:

- A mature, self-starter; able to:
 - work independently and proactively;
 - set and achieve goals;
 - be held accountable for goals;
 - function in a calm, reserved, and effective manner under stress.
- Resourceful and able to think critically; especially in regard to handling conflicting priorities proactively and expeditiously.
- Flexible; able to change tasks and priorities as necessary.
- Honest, trustworthy, and ethical; unimpeachable integrity and able to handle confidential information with discretion.
- Expert communication skills, both writing and verbal.
- Effective listening skills.
- Accessible; responsive to the needs of internal staff and external partners and vendors.
- Team-player; able to collaborate to achieve results.
- Available to travel locally and ability to maintain a valid driver's license.

Additional Information:

This position is currently remote-based position in Cleveland, OH. The position will eventually be an in-person position.

Pay/Benefits:

The hiring range for this position is \$60,000 - \$65,000 per year depending on experience. The position will receive generous company benefits to include paid health, dental, for the employee, as well as company paid retirement contributions.

To Apply:

If you are interested in applying, please send a cover letter (no more than 1 page), resume and list of references to admin@birthingbeautiful.org. In your cover letter, please include salary requirements and projected start date. Please use the subject line "Application for Executive Assistant".

BBC will only review submissions that include all requested materials (see three items listed above). Please be assured that BBC will not contact references until later rounds of interviewing and only with applicants' explicit permission.

Interested parties are encouraged to submit application at their earliest convenience, but applications will be accepted until position is filled. No phone calls please.