

## **Executive Operations Assistant**

Michigan Voices is a 501(C)(3) organization that works to help build civic engagement capacity in progressive nonprofit organizations. Michigan Voices has over 100 table partners, which we provide with capacity support, regrants, data, and tools they need to help create a healthy and thriving democracy through a racial equity lens. We focus on Civic Engagement (voter education, registration, turnout, issue advocacy, and constituency engagement), Civic Access (voting rights and election administration), and Civic Representation (census and redistricting).

### **Position Overview:**

As an **Executive Operations Assistant**, your duties will include providing top-level administrative and strategic support to Michigan Voices' Executive Director and Deputy Director. You'll be responsible for managing projects and calendars, prioritizing internal and external requests, coordinating travel arrangements, scheduling, and organizing meetings, tracking expenses, managing event logistics, and assisting with day-to-day operations.

The Executive Operations Assistant will report to the Director of Operations, Makini Kweli.

### **Primary Functions:**

- Ensuring smooth communication and preparation for meetings by providing administrative support, including agenda preparation, note-taking, and tracking follow-up items.
- Organizing logistics and travel arrangements for staff members.
- Attending mandatory events and meetings, including convenings, summits, retreats, and staff meetings.
- Safeguarding confidential information and protecting the organization's interests.
- Assisting Executive Team members with their schedules, balancing their needs and priorities while adhering to departmental and organizational timelines.
- Monitoring and organizing Executive Director's email accounts, ensuring important messages receive prompt attention.
- Monitoring and responding to incoming correspondence, preparing documents, tracking deadlines, assisting with board meetings and events, and supporting special projects.
- Assisting with report and presentation preparation and editing, contributing to the success of the team's initiatives.
- Coordinating with the executive team on Board-related administrative tasks.
- Drafting, editing, and proofreading formal correspondence, ensuring accuracy and clarity.
- Collaborating closely with other Michigan Voices staff members on projects as needed.
- Writing, distributing, executing, and filing award agreements.
- Assisting the Director of Operations with daily tasks.
- Placing orders for inventory and supplies as required.

### **Qualifications:**

- Prior experience as an Executive Assistant or in a similar role that required adeptness in organizing systems and processes.

- Exceptional interpersonal skills with the ability to collaborate seamlessly across diverse communities and settings.
- Outstanding organizational skills, with an unwavering commitment to precision and accuracy.
- Proficiency in written and verbal communication, with an emphasis on clear and effective messaging.
- Ability to operate seamlessly in a fast-paced team environment, with a sharp focus on meeting deadlines.
- Capability to work independently, demonstrating a remarkable degree of initiative.
- Proficiency in providing support and addressing needs, primarily through phone and email communication.
- Expertise in Microsoft Word, Excel, PowerPoint, and online collaboration tools such as Google Apps.
- Ability to operate standard office equipment.
- Experience working with non-profit organizations, advocacy groups, campaigns, and community groups is an added advantage.

**Compensation:**

This is a full-time position. The salary range for this position is **\$50,000 – \$59,000** and is commensurate with experience. Benefits include 75% health insurance coverage for employees and eligible family members. 100% coverage for dental and vision insurance is also offered, as well as short & long-term disability coverage, a \$75,000 life insurance policy, a 401k program, and various other ancillary benefits. We also offer a reasonable time off policy with paid vacation, sick time, and a gender-neutral parental leave policy.

**A Note to historically underrepresented candidates:**

Studies have shown that women, non-binary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive company and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

***Michigan Voices is an Equal Opportunity Employer.***