

Position Title: Special Assistant to the President & CEO

Department: Executive

Reports to: President & Chief Executive Officer

Reporting to this position: All Departments and Department Heads *** As the CEO's liaison***

Who We Are:

Commonwealth Education Connections, Inc. (CEC) is a fast-growing national nonprofit of Charter Schools that provides educational options for parents and students in low income neighborhoods where the educational achievement gap currently exist. At CEC we believe that every child should be afforded a free, high quality and rigorous first class education no matter their race, gender or socioeconomic status. CEC see's education as our new twenty first century's civil rights movement.

What We're Looking For: CEC seeks an exceptionally motivated and highly organized candidate to provide critical support to the President & Chief Executive Officer of this rapidly scaling high-impact social enterprise. Reporting directly to the CEO, the Special Assistant will work closely with the Executive Team to ensure that the organization's senior leaders are operating with efficiency, order and impact. Thanks to your efforts behind the scenes, we will leverage maximum benefit from our CEO, run exceptionally effective governance and management meetings, and stay on target with our ambitious goals of growth and ongoing improvement. This is a full time Special Assistant to the President & CEO -level position based in our Philadelphia or Baltimore offices, requiring extensive travel.

Core Responsibilities: Scheduling, planning, note-taking, and tracking follow-up for meetings of CEO and Executive Team Coordinating the CEO's internal responsibilities and supporting strong management of VP-level staff by CEO Interfacing with the Director of Communications and External Affairs, who is responsible for the CEO's outward-facing work Monitoring progress toward organizational, departmental and individual goals and performance indicators Completing research, analysis and writing tasks and managing a variety of strategic special projects Facilitating robust Board engagement, effective Board meetings and exceptional Board books

Who You Are: You recognize that effective leadership meetings and successful senior management are critical engines of a well-run organization—and you are excited to be the oil that makes those engines run smoothly at CEC. You are a hard-working, detail-oriented team player who can successfully juggle and complete competing priorities on tight deadlines. You are systems-oriented and enjoy managing complex projects that span from travel logistics to data analysis to planning of a staff retreat. You are an exceptionally clear, precise and confident communicator, with

impeccable verbal and written skills. You are excited to work in close partnership with the CEO and the organization's senior leaders, but you approach that opportunity with humility, loyalty and a "no job too small" commitment to meeting the needs of your colleagues and your supervisor.

Skills of the Ideal Candidate:

- Bachelor's degree preferred, High School Diploma and two years of relevant work experience required; advanced training welcome
- Proficiency in Apple software, Google Apps and Microsoft Office required; CASS system skills a bonus
- Must be detail-oriented, with strong organizational skills and a passion for project management
- Must enjoy working with people and on teams; must be willing to both take direction and manage up
- Must have strong interpersonal acumen and ability to anticipate and address supervisor and staff needs
- Must bring intellectual curiosity and ability to think outside of the box to efficiently solve problems
- Must be happy to work evenings or weekends when necessary and to travel occasionally
- Must be a strong fit with CEC' organizational culture, which is fast-paced with an emphasis on technology and collaboration among our geographically distributed staff
- Must bring excellent written and verbal abilities, strength in multitasking, goal-setting, and prioritization
- Must excel in a deadline-driven, high-pressure, entrepreneurial environment
- Must hold the highest standards of loyalty and ethics to safeguard confidential information