



## Executive Assistant to CEO and Board Liaison

Sixth & I is seeking a full-time **Executive Assistant and Board Liaison**, reporting to the Chief Executive Officer (CEO), to provide high-level operational and administrative support to the CEO and manage communications with Sixth & I's Board of Directors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Support CEO

- Serve as liaison between CEO and key internal and external partners, institutions, and other stakeholders, providing excellent customer service.
- Responsible for meticulous calendar management, including planning meetings, coordinating recurring check-ins and communicating with multiple parties to schedule events.
- Provide high level operational and administrative support to CEO as needed.
- Manage internal communication and prioritization, including organizing and filtering email and messaging, flagging and managing action items and tasks, and holding key players accountable to priorities.
- Write and edit internal and external communications.
- Prepare CEO for meetings and check-ins by creating agendas and providing reminders about content as necessary.
- Follow up on and hold appropriate parties accountable on all actions items and tasks that come out of meetings that involve CEO. Complete invoicing, expense reports, reimbursements, and travel arrangements for senior staff.
- In collaboration with the Senior Development Director, support the CEO's cultivation and stewardship of donors including but not limited to drafting regular correspondence and emails and planning events and meetings.
- Oversee staff meeting organization (reminders, food, staff reports and materials).
- Support other senior staff and assist with additional general office tasks as needed.

#### Serve as Liaison to Board of Directors

- Oversee board and committee meeting calendars.
- Organize all logistics for board and committee meetings.
- Maintain and distribute board related documents, e. g. bylaws, manuals, minutes, rosters, etc.
- Manage communications to board members regarding meetings, events, gatherings, etc.
- Manage booking of meetings, location, and caterer.
- Record minutes during board and committee meetings and distribute to board post-meeting.
- Assist Development team with donor events.

### QUALIFICATIONS/REQUIREMENTS

- A minimum of 5 years of administrative experience supporting senior executive(s).
- Outstanding organizational skills and meticulous attention to detail.
- Exemplary calendar management skills and experience coordinating complex executive-level meetings.
- The ability to build relationships with staff, board, and community members in a fast-paced environment with directness, warmth and tact.

- Demonstrated experience managing and executing numerous projects simultaneously, determining priorities, and following through independently on tasks and assignments.
- Strong writing, proofreading and verbal communication skills.
- Commitment to confidentiality and discretion.
- Proficiency in Microsoft Office and Google Suite programs.
- Excellent technology skills and comfortable troubleshooting tech issues.
- Experience in successfully creating and/or modifying processes.

### **What is Sixth & I?**

Sixth & I is a non-profit center for arts, entertainment and ideas and a synagogue that reimagines how religion and community can enhance people's everyday lives. Housed within a revitalized historic space dating back to 1908 in the heart of the Nation's Capital, our unexpected mix of cultural and spiritual programs embraces the multi-faceted identities of those we serve and offers wide-ranging, eye-opening, and accessible experiences to inspire more meaningful and fulfilling lives.

Sixth & I is an equal employment opportunity employer.

Salary: \$55,000+ commensurate with experience  
FLSA Status: Non-exempt  
Benefits: Competitive benefits package

To apply, please send a cover letter and resume to [jobs@sixthandi.org](mailto:jobs@sixthandi.org), with your name and "**Executive Assistant to CEO and Board Liaison**" in the subject line. No phone calls or emails please. Candidates will be contacted if there is an opportunity to be interviewed.