



Executive Assistant

About Youth Radio:

Headquartered in Oakland, CA, Youth Radio is a one-of-a-kind, youth-driven production company which, through a variety of outlets including our own platform, reaches audiences in the tens of millions. YR is the winner of multiple journalism honors including the Peabody, Columbia-Dupont, Kennedy, Murrow, and White House Awards.

We are at a pivotal point in the organization's life as we enter into an exciting phase of growth and expansion as a national network. As we grow, we seek exceptional talent with an entrepreneurial spirit, who can lead us to the future of Youth Radio.

At Youth Radio we hire smart, passionate people who connect with our values and seek a collaborative environment where employees can do their best work. We seek people who are hard-working, creative, fun and driven to go above and beyond to take our organization to the next level.

Position Summary:

The Executive Assistant provides high-level administrative support to Youth Radio's Executive Director and President, representing them to funders, board members, and other external parties as well as to the Youth Radio team. Our Executive Assistant will be a proactive professional who demonstrates tremendous trust, integrity, respect, and confidence in handling sensitive information and important relationships.

Operationally, the Executive Assistant will support our Executive Director and President across a full range of activities including assisting in communication, document/presentation preparation, scheduling complex travel arrangements, meeting planning, event planning, conducting research, preparing statistical reports, and handling requests for information. Our Executive Assistant will also be a leader in the sense that they will have a keen eye toward process efficiencies, and implementing administrative systems and procedures in support of scaling our growing organization.

Position Responsibilities:

- Manage a complex schedule of meetings, presentations, travel, speaking engagements, interviews, Board of Directors meetings, etc.
- Serve as an exceptional manager of the executives' time, understanding priorities and making appropriate trade offs
- Serve as Board Liaison by coordinating communications, planning and scheduling meetings and preparing related materials
- Participate in Board Development Committee and manage pipeline of potential board candidates
- Help scope, research and plan various initiatives for the Youth Radio team
- Manage various deadline driven projects with competing priorities
- Prepare and modify documents including reports, presentation slides, emails etc.
- Process purchase orders, monitor budgets and other accounting related activities for team
- Support Front Office management by providing back up reception coverage

Required Education and Experience:

- Bachelor's degree or equivalent work experience
- 5+ years of executive administrative support
- Knowledge of standard office administrative practices and procedures
- Proficiency in MS Office suite (Word, Excel, Powerpoint)
- Experience with Google mail, calendar, docs applications; familiarity with donor databases, Salesforce experience is a definite plus

Ideal Candidate Knowledge, Skills, and Abilities:

- Solid research skills, and exceptional attention to detail
- A creative problem solver



- Ability to effectively manage competing priorities, follow through and consistently deliver against objectives
- Self-motivated, extremely organized, and super proactive
- Handles sensitive information with the highest degree of integrity, judgment and confidentiality
- Strong interpersonal, verbal, written communication, and presentation skills
- Entrepreneurial mindset with a strong work ethic
- Excellent relationship builder; able to demonstrate a high level of tact, discretion, and diplomacy with all internal and external customers
- Skilled in all aspects of planning and project management; able to take an idea from concept to completion
- Demonstrates flexibility in the face of change
- Results-oriented with a positive outlook and a clear focus on high quality deliverables
- A person of strong character, who can consistently represent Youth Radio's values, contribute to Youth Radio's culture and inspire others to exceed expectations

EEO Statement

Youth Radio is proud to be an Equal Employment Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.