

Executive Liaison

Girls for Gender Equity

The Details

Location: Hybrid role based in Brooklyn, NY (remote candidates considered)

Start Date: October 17, 2022

Salary Range: \$65,000 - \$75,000 + Benefits

Reports To: Chief Executive Officer (CEO)

The Opportunity

As Girls for Gender Equity (GGE) moves toward growth and larger strategic initiatives, the need to increase GGE's capacity to fulfill its mission and support and manage its operations efficiently and effectively is critical. The Executive Liaison will utilize writing, research, and organizational skills to support the CEO, COS and Board of Directors. The Executive Liaison will play a central role in managing the CEO's administrative needs, supporting human resources functions, and special projects.

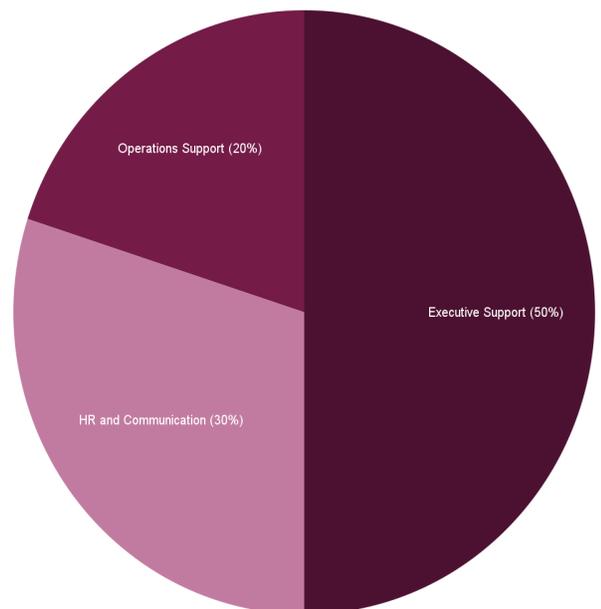
Your Day-to-Day

50% - Executive Support

As Executive Liaison, you will provide high-level administrative planning, and coordination support to the CEO, COS and the Board of Directors. You will provide scheduling support to the CEO, including managing her calendar, responding to and flagging priority emails. You will provide administrative support in the form of preparing presentations and reports for major meetings, reconciling credit card expenses, shipping items and researching. You will support the CEO as she engages with external stakeholders including philanthropic partners, community partners, and media. The EL will lead preparation for and attend special events, presentations and initiatives. As travel resumes, EL will assist in coordinating travel arrangements for the CEO and reconciling expenses.

30% - Human Resources and Communications

You will draft staff memos and other internal communications as directed by the CEO and COS. The EL will maintain and update the organizational charts and support HR operations. Working with the Director of People, you will support GGE's hiring process, including drafting detailed job descriptions, tracking hires, and collaborating with external consultants. You will support organizational operations through such tasks as ensuring consultant documentation is complete, providing ad hoc programs support, and maintaining mastery of the various digital tools used by GGE.



20% - Special Projects Operations Support

As Executive Liaison, you will be a critical focal point coordinating special events internally and externally. Working with the development team, the EL will support the fundraising efforts of the CEO. The EL will attend special events with the CEO and help coordinate internal projects, and events.

The Skills You'll Need

Success in the Executive Liaison role will require a deep commitment to anti-racist, feminist/womanist/queer, and youth development work. The ideal candidate will also bring the following skills, attributes and experiences:

- Exercise strong judgment in engagement with various teams, serving as a proactive, constructive member of the executive team.
- Stellar communication skills, including strong written and verbal communication.
- Expertise in internal communications, decision making, program management, and initiative implementation.
- Experience supporting executive-level staff and comfort with collaborative working relationships.
- Strategic and results-oriented, with ability to shift priorities as needed.
- High level of proficiency to capture, analyze and report departmental activity,
- Highly organized, self-motivated, independent worker who can prioritize tasks and manage multiple projects at once;
- High level of self-awareness and ability to give and receive feedback well.

The People

In this role you will report to the Chief Executive Officer. The Executive Liaison also communicates frequently with the Executive team, Board of Directors and members of the programs and operations teams.

The Organization

Girls for Gender Equity (GGE) is an intergenerational advocacy organization that works through a Black feminist lens, to achieve gender and racial justice by centering the leadership of Black girls and gender-expansive young people of color to reshape culture and policy through advocacy, youth-centered programming, and shifting dominant narratives.

GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color, and GNCNB youth of color. We ultimately believe in and work toward world where cis and trans girls of color and gender non-conforming/non-binary youth of color are free.

The Next Steps

If you are interested in this role, please send a cover letter and resume to jointheteam@ggenyc.org with the subject line "EXECUTIVE LIAISON/Your name". Applications will be reviewed on a rolling basis, with a preferred start date ASAP.

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.