

Administrative Assistant

Center for Higher Ambition Leadership

Organization Description:

Be part of the change in how business is conducted. The Center for Higher Ambition Leadership (CHL) is a non-profit organization dedicated to developing and supporting a growing global community of CEOs and next generation leaders who believe that there is a better way for businesses to lead and manage-- better economically and better for the world. Higher ambition leaders are committed to demonstrating that the most powerful way for businesses to 'do well' (achieve long term financial success) is to 'do good' (create real value and societal benefits for all of their stakeholders). The Center's membership includes a committed core of purpose driven organizations in the US and Europe, and we are poised for rapid growth.

As an employee of CHL you will join an organization that itself embodies the best of what it means to be a higher ambition organization. We judge ourselves not just by our success in transforming the paradigm and practice of management, but also by our ability to create an environment that will allow you to grow and thrive.

Position Description:

As the Administrative Assistant you will play a critical role in supporting the team to enable the Center to scale and fulfill its global mission. You will interact frequently with core staff, Executive Fellows, Board Members and Member Organization representatives.

Primary responsibilities include:

- General Administration and Support: Schedule meetings, coordinate travel plans, help maintain Sharepoint intranet site.
- Event Planning: Send and follow up on invitations, track registration, help prepare materials, proofread presentations and handouts.
- Communications: Assist with social media, website content, and quarterly e-newsletters.
- Member Engagement: Track and curate member news, help prepare materials for member meetings, help maintain Salesforce contacts database.

Qualifications:

- Highly organized and able to manage multiple deadlines
- Excellent interpersonal and collaborative skills
- Professional demeanor
- A team player with integrity and a strong work ethic
- Strong written and oral communication skills
- Bachelor's degree or equivalent work experience
- Facility with Microsoft Office (Word, Excel, Powerpoint). Experience using Salesforce and social media a plus. Graphic design experience and/or experience using website-building tools also a plus. Openness to using new technologies

This position is part-time (24-30 hours per week) and offers flexible hours. Salary for this position is commensurate with experience.

The Center for Higher Ambition Leadership is located in Lincoln, MA.

Please email cover letter and resume to Randi Feinberg, Chief Operating Officer at recruiting@higherambition.org. Please put "Administrative Assistant" in subject line. No phone calls please.