



## **State Innovation Exchange (SiX) Senior Assistant Executive Team**

### **About the State Innovation Exchange**

The State Innovation Exchange (SiX) is a 501(c)(3) policy, strategy, and resource center for progressive state legislators. We empower, embolden, and equip state legislators to build and wield progressive governing power by/with/for the people they represent. We do this by providing legislators with the tools needed to shape impactful public policy and building their capacity to lead with their constituents. We foster long-term collaboration between legislators- across chambers, across regions, and across state lines - and with grassroots movements. Our vision is an equitable, resilient, healthy, and prosperous future for every person in the United States, which is secured and safeguarded by progressive state legislators. SiX's sister organization, SiX Action is a 501(c)(4) that works alongside SiX to build capacity of state legislators by providing policy development, communications tools, and technical assistance.

### **About this Position**

The Senior Assistant, Executive Team provides administrative and operational support to the Co-Executive Directors. This position plays a central role in ensuring the success of the Executive management of the organization. This role requires working regular business hours Eastern time zone and some travel (approximately eight times per year). This is a full-time, exempt position. The position is remote and open to anyone living in the continental United States, within one hour of a major airport.

At SiX, we commit to equal pay for equal work. To counter pay inequality and uphold internal parity, we use a nonnegotiable starting salary system, while benchmarking our pay to highly competitive markets in the nonprofit sector. The starting salary for this position is \$53,000. In addition, SiX offers competitive benefits including generous healthcare coverage options for you and your family, life insurance, a retirement match, flexible schedule and a generous leave and holiday schedule. More information about our benefits and compensation philosophy is available [here](#).

### **Role Responsibilities**

All staff at SiX have personalized role responsibilities – the outcomes and impacts you are expected to deliver as part of your unique role within the organization. As the Senior Executive Assistant you report to the Co-Executive Directors and are responsible for delivering on the following expectations in your day-to-day work:

1. Maintain the schedules of the Co-Executive Directors by responding to and prioritizing internal and external meeting requests within a fast-paced, high stakes environment. The ideal candidate has meticulous attention to detail and a commitment to problem solving. Must be flexible and receptive to a fast-moving team.
2. Schedule all travel for meetings and conferences, including booking flights, hotel, and ground transportation, and confirming meetings. Candidates must be organized and thorough to ensure the logistics of all trips are managed impeccably.
3. Submit monthly expense reports for the Executive Team by tracking all credit card expenses, collecting physical and electronic receipts, and coding all activity via the online portal (Nexonia).
4. Serve as a primary liaison to the board of directors, scheduling virtual and in-person meetings, coordinating logistics for meetings, preparing board packets, attending board meetings, and capturing board minutes. The ideal candidate is an experienced and professional communicator, highly attentive, and able to carry sensitive organizational information with discretion and confidence.
5. Serve as the point of contact for staff questions regarding shared technology platforms (like Sharepoint, Outlook, Google Drive, etc.) for filing protocol, password management, and access to platforms, and coordinating organizational technology needs with our IT vendor. Candidates should be comfortable with remote technology needs and be able to provide support to a growing staff.
6. Participate in Executive Team meetings by sharing your perspective, tracking notes and action items, and scheduling follow up items. Ideal candidates are observant and comfortable working in a close-knit team, and who are experienced problem solvers with the ability to manage up to ensure follow through. Candidates should be able to think big picture and hold the view of the whole organization.
7. Ensure consistent and reliable file management for Executive Team, tracking documents, contracts, grant agreements, and organizational MOUs, in shared platforms for a team that works remotely. Candidates should be reliable, consistent, and systems oriented to ensure accurate and comprehensive information management.
8. Assist with the hiring and onboarding of all new staff by working in conjunction with the Vice President of Operations to post job descriptions, schedule interviews, schedule new employee orientation, order business cards and name tags, and other duties as needed. Ideal candidates are proactive, systems oriented, and adept planners.

9. Act with discretion and handle information with care, especially as it relates to confidential data (financial info, HR information, etc.). Candidates must act with integrity and discreetly manage and hold information.
10. Provide internal event and logistics coordination for staff retreats, convenings and other events. Ideal candidates are organized planners with the ability to effectively multitask.

### **Core Competencies**

All staff roles at SiX are grounded in a set of core competencies that are standardized across the organization based on the type of role you hold. As the Senior Executive Assistant you will be responsible for delivering on the following core competency expectations in your day-to-day work:

1. *Equity and Inclusion.* You have a demonstrated understanding of the role that racial, gender, economic, and other inequities play in our society and in movement-building and demonstrate an ability to effectively collaborate across lines of difference.
2. *Program Implementation.* You support the successful implementation of your program/issue area(s) and contribute to the success of your team and the organization overall.
3. *External Communication and Brand Management.* You uphold the organization's reputation, profile and brand with key stakeholders. You possess excellent written and verbal communication skills.
4. *Partner Engagement.* You are able to maintain successful and professional partnerships with external stakeholders in the implementation of your work.
5. *Knowledge Management.* You are detail oriented and able to assist in the collection, synthesis and dissemination of information to support your team's work.
6. *Financial Administration.* You are able to provide timely, accurate financial information as needed to comply with all internal financial protocols.
7. *Compliance.* You comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.
8. *Organizational Culture and Values.* You are able to practice and uphold organizational values in your day-to-day and long-term work. You participate in creating a team culture that is productive, collaborative, and equitable.

### **Organizational Values**

All staff at SiX are responsible for upholding our organizational values, which were developed collaboratively by all staff. These describe the way we strive to do our work together and the kind of

organizational culture we want to build. As the Senior Executive Assistant you will be responsible for demonstrating the following behaviors in carrying out your day-to-day work:

1. *Collaboration.* Proactively build relationships with your colleagues and partners. Demonstrate respectful speech and behavior. Be honest, kind, and direct in instances of conflict. Adopt a stance of “having each other’s back.” Resist habits of individualism and competition in favor of turning toward and building with one another.
2. *Accountability.* Demonstrate the ability to own and achieve your responsibilities at work. Attend to both the results and the process by which you achieve your results. Pay attention to details, anticipate roadblocks, offer solutions, drive work forward, include relevant stakeholders when making decisions, follow through with delivering high-quality work on time.
3. *Integrity and Trust.* Do not withhold information but democratize knowledge. Acknowledge both your successes and your mistakes. Practice forthrightness, “saying the thing,” graciously giving and receiving feedback, and building your own skills and capacity as well as that of your colleagues.
4. *Initiative and Tenacity.* Take responsibility for your success and the success of your teammates. Demonstrate the ability to manage and successfully execute on the work in the context of a remote organization. Offer and seek answers and options proactively, in consultation with your supervisor, colleagues, and partners. Challenge implicit assumptions and create explicit agreements.
5. *Flexibility.* Embody a “getting to yes” attitude and a propensity for working through roadblocks, building consensus, and course correcting when necessary. Engage in continuous learning and reflection. Seek feedback. Apply your learnings to subsequent projects and responsibilities. Welcome change and seek ways to adapt to new information, people, and circumstances.
6. *Innovation.* Commit to learning and growing the organization’s work. Stay open to possibility. Greet new opportunities with curiosity and a sense of possibility and openness. Contribute to a culture that lets us grow, try new things, succeed (or fail), and learn from our efforts.
7. *Equity and Inclusion.* Actively practice our commitment to racial, gender, economic, and social justice. Demonstrate an openness to cultivating progressive, inclusive leadership and welcoming different learning and leadership styles. Seek and accept feedback about ways to strengthen your awareness and understanding of how to create more inclusiveness in your speech and behavior. Practice humility and continuous learning. Commit to repairing relationships with your speech or behavior has promoted inequity or exclusion.

### **How to Apply**

Interested applicants should submit a compelling cover letter and resume as attachments to [jobs@stateinnovation.org](mailto:jobs@stateinnovation.org). Please indicate the position you are applying for in the subject line of the

email. Applications will be accepted until the position is filled. Applications will be reviewed on a rolling basis, although priority will be given to candidates who apply by Friday, March 13, 2020.

State Innovation Exchange is an equal opportunity employer. We encourage people of color, women, LGBTQ folks, people with disabilities, and immigrants to apply for open positions. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national origin, age, marital, and/or veteran status or any other characteristic or activity protected by federal, state, or local law.