



***Position Description: E3 Alliance Executive Assistant***  
***Classification: Full Time***  
***Direct Supervisor: Executive Director***

### **About E3 Alliance:**

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

E3 Alliance is an equal opportunity employer and recognized as a Best Place for Working Parents.

**Our Core Values:** Collaboration | Data-driven | Equity | Learning | Relentless

At E3 Alliance we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility to staff of working remotely or in an office with the understanding that some in-person meetings will be required.

E3 Alliance, a nonprofit partner of Austin Community College (ACC), is looking for a full-time Executive Assistant to support E3 Alliance’s Executive Director and Leadership Team to support day to day operations of E3 Alliance. The Executive Assistant must be experienced in using common office productivity applications including Microsoft Outlook Email and Calendar, Excel, Word, Power Point, Office 365, Google Drive or similar applications and Zoom. They must be adaptable and able to work in a fast-paced environment where staff may be working in the office or remotely offsite. They must be able to work with a sense of urgency, professionalism and teamwork on a wide variety of activities in support E3 Alliance. They must be able to take direction, work independently and be resourceful in learning new things, performing job responsibilities, problem-solving, and maintaining confidentiality.

### **Primary Duties and Responsibilities**

This role will perform wide range of duties including, but not limited to, the following:

#### **Executive Director Support**

- Provide executive level support to E3 Alliance’s Executive Director by receiving, prioritizing and responding to incoming correspondence, requests, reports and telephone or e-mail contacts.

- Organize and maintain schedules, calendars, and appointments for the Executive Director which may include meetings and events and arrangements associated with such, including preparing agendas, minutes, equipment, location, information packets and follow up action items.
- Coordinate and manage E3 Board of Director's meeting schedule, RSVP's, Minutes, Bi-monthly Slide Deck, handouts, onboarding and supports such as completion of legal documentation for board members.
- Support the Executive Director with meeting preparation, document approvals, travel arrangements, expense reports and other executive support tasks.
- Maintain E3's Annual calendar of operational activities and proactively ensure that all are completed on a timely basis.

### **Accounting & Operations Support**

- Perform accounting support activities, including: entering customer contributions and other payments in QuickBooks; handling bank deposits for checks received; processing checks for signature; creating bills in QuickBooks.
- Assist CFO with gathering supporting documentation for audit and tax returns.
- Serve as liaison between contractors and vendors and E3 Alliance to set up and maintain accounts and contracts.
- Work with ED and Sr Director of Operations to ensure legal documentation and contracts are reviewed, completed, and filed.
- Participate in Quarterly Operations Reviews.

### **Organization Support**

- Support E3-wide communications, for example distributing weekly Huddle Email with Huddle recording and other important messages for all staff.
- Coordinate and support staff wide meetings and Advances including, but not limited to: ALL E3 Meetings, Advances, and Learning Lunches. Responsible for calendaring, coordination logistics, supplies and materials, not content development.
- Serve as technical resource for E3 Emails, Office 365 Account, computer hardware and software and other office equipment such as copiers and scanners. Responsible for maintaining asset records, completing forms for service and replacement. In coordination with support staff, responsible for paper and toner supplies and replacement when needed. This role serves as an Administrator for E3's Office 365 and Zoom accounts.
- Work with staff to define needs and resource prioritization for part-time/summer interns. Coordinate Interns and potential work study programs with developing project descriptions, sourcing interns, and ensuring successful intern experience.
- Respond to and/or direct inquiries as the primary initial interface of E3 Alliance with stakeholders and the public. Work with other staff to forward to the appropriate internal contact and to resolve issues.
- Gather, compile, and maintain specialized reports and documents needed by E3 on a regular basis, such as contracts and other agreements, Board of Director lists, Staff EIDs, Master Staff List, emergency contact

information, HR folders, computer asset tags, etc.

- Establish and maintain files, logs, and other tracking systems for a variety of information, projects and events as needed to support the Executive Director, Leadership Team, and staff.
- Support Leadership Team and other staff with purchases, travel arrangements, and conference registrations as needed.
- Act as primary liaison to ACC operations, facilities, and HR staff, maintaining strong relationships with our ACC partner/host and ensuring policies and operations are well coordinated.
- Other duties as required to proactively manage effective and efficient operations of the E3 Alliance office.
- As part of administrative team, collaborate with and assist other administrative staff as needed: during major E3 events, when others are on leave or need temporary help with workload.

### **Minimum Qualifications:**

- Passionate about advancing equity in education and supporting students
- Exceptional organizational skills and attention to detail
- Ability to organize and coordinate calendars and schedules for a variety of internal and external meetings and events
- Excellent written and oral communication skills
- Cultural fit and alignment with E3's Core Values
- Ability to take direction and complete tasks independently
- Proven ability to be a strong team member, contribute to a positive work environment, and work collaboratively to achieve individual, team, and organization objectives
- High proficiency in Microsoft Office Suite: Outlook, Excel, PowerPoint, Word; Office 365, Google Drive, Zoom

### **Preferred Qualifications:**

- Experience supporting a senior leader
- Strong collaboration skills with internal and external stakeholders
- Spanish bilingual
- Work experience in a fast-paced, mission-driven work environment
- Experience coordinating with Austin Community College (ACC) systems and processes

### **Compensation and Benefits**

E3 Alliance is supported by founding partner Austin Community College District, and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

- **Salary Range: \$59,378 - \$74,223**
- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability

- insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

**To be considered for this position applicants must:**

- Complete the employment application: [Austin Community College Employment Application](#) , and:
  - Submit your resume and cover letter during the ACC application process
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)
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