



Position: Executive Assistant

Location: Oakland, CA

Job Category: Full Time

ABOUT BLACK GIRLS CODE:

Launched in 2011, Black Girls CODE (BGC) is devoted to showing the world that black girls can code, and do so much more. By reaching out to the community through workshops and after school programs, Black Girls CODE introduces computer programming and technology to girls from underrepresented communities in technology areas such as web design, robotics, gaming, mobile app development and more. By cultivating the next generation of coders we hope to grow the number of women of color in technology and give underrepresented girls a chance to become the future leaders in technology and the masters of their technological worlds. We thrive on working in a collaborative, fast-paced environment. We represent a diversity of backgrounds, a wealth of experience and a lot of fun.

POSITION SUMMARY:

We are seeking an Executive Assistant to join our Black Girls CODE team! You will provide high-level administrative support for our CEO and join our growing operations team.

Responsibilities:

- Handle administrative needs of Executive
- Arrange conference calls and meetings
- Plan work-related travel details
- Assist Executive Director/CEO with client and partner meetings; preparing powerpoint presentations, coordinating meeting materials, etc
- Train and supervise lower-level clerical staff
- Operate a variety of office equipment including a copier, fax machine; operate a computer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required.

Qualifications:

- Previous experience as an executive secretary, administrative assistant, or in other related fields
- Strong organizational skills
- Ability to prioritize and multitask
- Strong attention to detail

Requirements:

- This position requires at least 5-7-3 years of office clerical/administrative support experience and proficiency in Microsoft Office products (primarily MS Word, Excel and Outlook).



- College degree preferred but not required.
- Prior start-up work experience is preferred, but not required.
- Detail-oriented with excellent time-management skills
- Prioritize duties and responsibilities and respond with a sense of urgency for high priority matters
- Excellent verbal and written communication skills
- Team player that enjoys helping others
- Demonstrated ability to problem-solve

PLEASE NOTE: Interested candidates should complete our applicant assessment at our intake portal here: <http://bit.ly/2zJTTcA>. Please upload a copy of your resume and cover letter via the portal (no additional emails required). We will only respond to resumes from applicants who complete the assessment on the applicant portal.

Position open immediately.