

Executive Assistant

Organizational Overview

NPQ is the leading media platform for the nonprofit sector in the US. It recently transitioned from its founding president and editor in chief to its second editorial leader. During this transition, *NPQ* has more deeply grounded itself in its original mission to advance civil society, looking beyond the nonprofit sector. In a time of social movement, this means rethinking what constitutes knowledge in the field and taking a firm stand for justice—and our content reflects this.

NPQ produces across a wide range of media channels. In addition to a quarterly magazine, we produce multiple weekly newsletters, webinars, podcasts, videos, and online convenings to promote critical conversations in racial, economic, climate, and health justice, as well as leadership.

NPQ currently has a staff of 15, and is in a significant growth phase. We are headquartered in Boston, with remote staff across the country.

Job Overview

NPQ currently has five key topic areas: racial justice, economic justice, climate justice, health justice, and leadership. Each area has at least one dedicated editor at the desk with expertise in the field.

The Executive Assistant provides administrative and operational support to the President + Editor in Chief.

We are looking for someone with excellent leadership and organizational skills. A successful candidate will be detail-oriented, a self-starter, able to exhibit sound judgment, with the ability to prioritize and make decisions. The ideal candidate is comfortable interacting with high-level executives, a team player, and thrives in a fast-paced environment.

Key Responsibilities

1. Work directly with editor in chief to support all aspects of her daily routine

2. Maintain the EIC's calendar, including scheduling meetings, appointments, speaking engagements, and travel arrangements; exercise discretion in committing time and evaluating needs
3. Serve as liaison between EIC, *NPQ* staff, and the public
4. Coordinate work with other *NPQ* staff as needed
5. Provide coordination, monitoring, and communication of projects managed by the EIC
6. Assist EIC in the development of presentations and white papers for internal and external audiences
7. Determine priority of matters of attention for the EIC; redirect matters to staff to handle, or handle matters personally, as appropriate
8. Keep the EIC advised of time-sensitive and priority issues, ensuring appropriate follow up
9. Routinely perform a wide variety of support duties
10. Handle printing, filing, mailing, and email/messages
11. Compose and prepare letters relating to routine correspondence for EIC signature
12. Schedule meetings; assist in the preparation and distribution of meeting agendas and materials
13. Prepare, reconcile, and submit expenses
14. Maintain confidential and sensitive information
15. Attend meetings and take notes
16. Other additional and/or alternative duties as assigned from time to time

Preferred Qualifications

1. 5+ years of professional experience as executive assistant
2. Excellent computer skills, including the Microsoft Office Suite
3. Exceptional writing, editing, and proofreading skills
4. Abilities in planning and coordinating people and operations
5. Excellent organizational and time-management skills
6. Outstanding communication and people skills
7. Reliability and efficiency
8. Attention to detail

Compensation

The starting salary for this position is between \$65,000 and \$80,000, depending on skills and experience. *NPQ* also provides an attractive benefits package that includes health insurance, a 403(b) retirement plan with contribution of 5 percent, 15 days paid vacation, sick leave, and standard holidays. If you live in the Boston area, pre-tax dollars can pay for a monthly transit pass.

How to Apply

To apply, please email a cover letter and resume to hr@npqmag.org.

NPQ encourages applications from people of color and members of other marginalized groups. NPQ is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, genetic information, age, or military or veteran status.