



JOB TITLE	Executive Assistant
REPORTS TO	Chief Operating Officer (COO)
SUPERVISES	N/A
FSLA STATUS	Full Time, Exempt
LOCATION	Boulder, CO

ABOUT TGTHR At TGTHR (formerly Attention Homes), we are building a movement that galvanizes communities, empowers young people, and puts an end to youth homelessness. We won't stop until every young person is valued, empowered and safe. TGTHR is committed to building a culture of equity, inclusivity, and non-violence for all individuals. For more information, visit TGTHR.org.

The following values guide all of our efforts:

- We believe growth is rooted in relationships.
- We believe in wildly celebrating resilience.
- We believe there is strength in diversity.
- We believe in promoting youth voices.
- We believe that housing is a fundamental right.

SUMMARY OF POSITION The Executive Assistant supports the TGTHR's senior leadership team through large-scale growth. You would be responsible for representing TGTHR's executive team in a personable and professional manner, freeing the executive team up to focus on the management and growth of the organization. The Executive Assistant is trusted with complex duties and sensitive information. To do this role properly, you should be extremely fast at solving problems and have experience as an executive or administrative assistant.

PRIMARY RESPONSIBILITIES

- Effectively manage calendars (including scheduling and reconfirming meetings, arranging travel accommodations), phones, and emails for the executive team.
- Carry out research projects, reports, memos, invoices, letters and other documents as requested by the executive team.
- Coordinate Board of Director activities, including meetings, onboarding and offboarding of board members.
- Prepare for meetings, including locating and reserving meeting space, taking meeting minutes, emailing meeting invitations, etc.
- Ensure important dates (i.e. birthdays) and important tasks (i.e. quarterly check-in with supporters) are not forgotten.
- Track and manage recognition touches for staff, supporters and board members.
- Write and publish TGTHR blog posts.
- Arrange snacks, coffee, lunches, etc. when requested and/or needed.
- Order and pick up office items as directed.
- Provide additional administrative support as asked on a regular basis.

PROFESSIONAL QUALIFICATIONS

- A minimum of 2 years of experience as an executive assistant or role with similar responsibilities.
- Commitment to continued education of social justice, especially the intersection of youth homelessness and race, gender, sexuality, ability, immigration, and socioeconomics.
- Excellent verbal and written communication skills with a wide variety of people.
- Able to meet deadlines in a fast-paced, quickly changing environment.
- Self-directed and detail-oriented with effective time management skills.
- Able to understand and respect the importance of confidentiality.
- A proactive, collaborative approach to problem-solving with strong decision-making skills.
- Skilled at building and maintaining healthy, professional relationships across multiple departments.
- Good sense of humor and adaptable.
- Professionally skilled working with Microsoft applications (i.e. Word, Excel, PowerPoint) and GSuite.
- Occasional weekend and evening work.
- Ability to sit for long periods of time performing typing duties on a computer.
- Able to lift a minimum of 30 lbs.
- Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities.
- Valid driver's license and reliable transportation.

BENEFITS AND COMPENSATION Salary Range: \$48,000 - 53,000 TGTHR offers competitive compensation and benefits such as a flexible work environment dependent on work position, medical, dental, vision, and accident insurance, paid time off/sick leave/parental leave/paid holidays/bereavement leave, employee assistance program/counseling services, development and educational opportunities and a 403(b) retirement plan. **TGTHR is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.**

TO APPLY Email resume and cover letter to: hrcontact@TGTHR.org with the subject line "Executive Assistant".

TGTHR is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse, just, and inclusive work environment. All interested individuals, including people of color, LGBTQ+ folks, women, and people with different levels of ability are particularly urged to apply. For more information on our justice, equity, diversity and inclusion efforts, visit our website [here](#).

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