

GPS Education Partners (GPSEd) is a non-profit organization that utilizes an innovative education model to build strategic partnerships with education, business, and the community. These partnerships enable us to accelerate students interested in technical careers, by preparing them through a credentialed work-based learning journey and customized solution.



Our team is driven by our mission and the impact we have on the lives of students and their communities. We do not obsess over hierarchy; we collaborate and do the right thing to get the job done. We are not afraid to take risks and innovate.

GPSEd is seeking a candidate with strong inter-personal and organizational skills for a part-time **Executive Assistant** role supporting our President/CEO. This position is an hourly role and will require a commitment of 20 hours each week.

Core Responsibilities:

- Work closely with the President/CEO to keep her well-informed of upcoming commitments and responsibilities, and follows up appropriately. Manages reservations and materials coordination for her events.
- Owns coordination of Board of Directors meetings and Advisor Committee meetings, including invites and RSVP follow-up, materials coordination, documenting minutes and all Board-related reporting.
- Manage correspondence via phone, email and written communication. Prepare responses to correspondence containing routine inquiries; respond directly where appropriate.
- Creation of reports, presentations, memos, expense reports, letters and other written communication.
- Gather, analyze and process information for projects and presentations.
- Proactively takes actions in anticipation of future needs.
- Ability to work flexible hours occasionally, including some evenings.

Required Skills:

- Strong interpersonal skills.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Exercise discretion regarding confidential matters.