



Jobin-Leeds
**PARTNERSHIP
FOR DEMOCRACY
& EDUCATION, LLC**

678 Massachusetts Ave.
Cambridge, MA 02139
tel 617.499.9901
fax 617.876.7690
www.democracyandeducation.us

POSITION DESCRIPTION

ASSISTANT TO GREG JOBIN-LEEDS

Part-Time

ABOUT THE PARTNERSHIP FOR DEMOCRACY & EDUCATION

The Partnership for Democracy & Education nurtures the systematic shifting of power to constituencies and leaders who support an inclusive, educated and deeply democratic society. We are a family office and donor services firm that helps our clients advance their educational, political or movement building goals and maximize the power of their charitable giving toward new opportunities for enduring systemic change.

www.democracyandeducation.us

ABOUT GREG JOBIN-LEEDS

Greg Jobin-Leeds is Co-Founder, and Partner of the Partnership. With more than thirty years experience as an activist, movement leader, funder and investor, Greg has helped launch and nurtured to maturity several successful, high-impact public policy organizations. This includes the [Schott Foundation for Public Education](#) and [Access Strategies Fund](#). His talent for recruiting effective leaders and helping guide their efforts to break new ground has led to milestone victories for the nation's historically underserved children and underrepresented families. Family oriented and committed to numerous pursuits, in a typical week Greg moves seamlessly between policy advocacy, investment, research and writing on the efficacy of movements and philanthropy. ([Click here to read the full bio.](#))

ABOUT THE IDEAL CANDIDATE

The ideal candidate will be passionate about public education, movement building and civic education, experienced in handling a wide range of executive support and administrative tasks and will be able to work independently with little supervision. This person must be exceedingly well organized and enjoy the administrative challenges of supporting an educational, philanthropic, movement, social justice and investment leader who is engaged in wide ranging pursuits with a diverse array of people and programs. S/he must be experienced and effective at problem solving and prevention as well as multi-tasking smoothly while ensuring that nothing falls through the cracks. The ability to interact with diverse individuals from immigrants to teachers to parents to superintendents to elected officials -- sometimes under pressure -- remaining flexible, proactive, resourceful, humorous and efficient, with a high level of generosity, openness, professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills and strong decision making ability are equally important. The ideal candidate will be able to make a multi-year commitment to the work of providing a caring, respectful, high quality experience for those with whom s/he interacts and to helping Greg be more efficient and effective.

MUST HAVE:

- A passion for the mission;
- Experience working in an office setting, preferably non-profit;
- Superior interpersonal, organizational and writing skills;
- Excellent electronic communications and calendar management skills, including the coordination of complex meetings;
- Strong technology knowledge of (e.g., Blackberry, Microsoft Exchange, Facebook, Twitter, etc.);
- Knowledge of educational, movement, social justice or philanthropic fields;
- Experience working in multicultural communities and workplaces;
- Financial aptitude.

STRONGLY PREFER:

- Support and professional services experience;
- Proficiency in other languages, especially Spanish;
- Bachelor's degree.

THE PART-TIME EXECUTIVE ASSISTANT TO GREG JOBIN-LEEDS WILL:

- Communicate, organize or respond to email, -- track, prioritize manage a busy calendar, including arrangement of travel schedule and reservations;
- Answer calls, take, transpose, track, prioritize and communicate messages and voicemails;
- Be strong in writing and research skills;
- Organize a variety of meetings and events and assist with preparation of presentation materials;
- Maintain electronic and hard copy files in a database and other systems;
- Review and summarize miscellaneous reports and documents; prepare background documents;
- Manage multiple projects simultaneously and follow through on issues in a timely manner;
- Organize purchasing and manage the office;
- Work as a team and independently;
- Conduct other tasks, as needed.

HOURS & COMPENSATION

The Part-Time Assistant will work between 15-20 hours per week at a competitive rate of compensation.

If interested, please contact Jeffrey Thomas at jdt@democracyandeducation.us or (617) 499-9901 x204.

4/27/10