

POSITION DESCRIPTION

<u>Position Title:</u>	Special Assistant to the CEO
<u>Position #</u>	05-2018-1
<u>Division:</u>	Administration
<u>Department:</u>	Executive Office
<u>Classification:</u>	Exempt
<u>Direct Report:</u>	Chief Executive Officer (CEO)

About The Africa Center

Encompassing policy, business, and culture, *The Africa Center* operates locally and globally to transform our understanding of contemporary Africa by promoting partnership and collaboration between Africa and the United States.

Currently in a start-up phase, with a small organizational team, *The Africa Center* continues to raise funds to complete the construction of our new home on Fifth Avenue, and to fund future programming and exhibitions. Our landmark 70,000 square foot building, at the beginning of the iconic Museum Mile, which features such institutions as the Metropolitan Museum of Art and the Guggenheim Museum, will place Africa prominently in the heart of New York City.

The Africa Center will promote partnership, collaboration, dialogue and understanding between African artists, business leaders and civil society and their counterparts in the United States and beyond. *The Africa Center* is led by a diverse and talented Board of Trustees, which is shepherding The Center's transition from grand vision to reality. They are predominantly young, over half are female, and one third are African.

I. Position Summary

The *Special Assistant to the CEO* provides executive and administrative support to the CEO and executive leadership team. In addition to substantive research and communications responsibilities, the *Special Assistant to the CEO* will be responsible for scheduling and planning meetings and travel, preparing expenses and will be flexible in performing additional duties as assigned. Independent judgment and discretion is required to plan, prioritize, and organize a diverse workload. Ability to prioritize and thrive in a fast-paced environment is a must.

II. Responsibilities

Correspondence, Communications & Research

- Drafts official correspondence, including letters, email and memoranda.
- Coordinates all incoming general correspondence via phone, email and mail.
- Utilizes a high level of confidentiality and discretion in coordinating high-level Board members, donors, prospects and contacts.
- Coordinates all incoming invitations for events and speaking engagements.
- Coordinates select external vendor relationships.
- Produces comprehensive research briefs on a range of issues, as requested by the CEO, as well as talking points and presentations for the CEO's use.

Scheduling & Travel

- Manages all scheduling for the CEO and executive leadership team, including phone calls, meetings, dinners, and interviews.
- Ensures proper preparation and research is compiled and disseminated prior to each day's meetings.
- Plans and coordinates travel for the CEO, including flights, rail service, hotels, and car service reservations. Prepares a detailed travel itinerary prior to each trip.

Additional Duties

- Tracks, prepares and files expenses and reimbursable costs on behalf of the CEO.
- Conducts prospect research on potential donors.
- Maintains recordkeeping, including both electronic and hard-copy files.
- Maintains office supply inventory, and manages orders of new supplies.
- Takes notes and writes minutes and summaries of both internal and external meetings, noting confidentiality.
- Ability to work nights and weekends as required.
- To perform other duties as workload necessitates.

III. Qualifications

- Bachelor's Degree or higher.
- Professional administrative experience preferred.
- Interest in current African domestic and international social, political, cultural, economic, and technological trends.
- Demonstrated ability working on multiple projects in a fast-paced environment.
- Comfort using basic information technology and multi-media technology.
- A consummate team player who is energetic, articulate, and self-assured; strong interpersonal skills.
- Database experience a plus.
- Excellent written and verbal communications skills
- Strong analytical, organization and communication skills a must.
- Advanced proficiency with Microsoft Office Products (Word, Excel, PowerPoint)

IV. Employee Requirements:

1. **Safety & Security**

All employees are required to adhere to all safety and security standards.

2. **Attendance & Appearance**

All employees are required to adhere to our standard operating procedures regarding attendance and dress code policies (as related to job functionality).

3. **Workplace Diversity & Inclusion**

All employees support workplace diversity and inclusion initiatives, including the enhancement efforts of employee resource groups and related affinity networks.

4. **Employee Partnerships & Teamwork**

All employees are focused on supporting each other, in an ongoing effort to meet the global minded mission needs and goals of *The Africa Center*.

V. Physical Demands & Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

VI. Professional Commitment:

The Africa Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, *The Africa Center* complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities and or operates. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Africa Center expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of *The Africa Center's* employees to perform their job duties may result in discipline up to and including discharge.