

EXECUTIVE ASSISTANT

OVERVIEW

The American Dream – the aspiration that all children should have opportunities to climb the economic ladder – is at risk. In the 1950s, more than 90% of American children grew up to earn more than their parents did. Today, only 50% of children do so.

The mission of the [Equality of Opportunity Project](#) (EOP) -- a joint initiative of faculty at Stanford, Harvard, and Brown universities -- is to revive the American dream. We seek to develop scalable policy solutions that will empower families to rise out of poverty and achieve better life outcomes. We do this by harnessing the power of big data through high quality research to learn from areas where the American Dream is still thriving. We study economic mobility through lenses such as education, neighborhood environments, and health to understand the drivers of economic opportunity in the country and give local policy-makers customized data and insights to help them craft effective policy solutions. (You can hear an overview of our work on this [Freakonomics podcast](#).)

The project's work to date has shaped policy discussions at the national and local level, with nearly a dozen of its studies covered on the front pages of major media outlets, such as the [New York Times](#) and [Wall Street Journal](#) and cited in congressional testimony and the President's State of the Union addresses. This work has led to direct impacts on a broad range of decisions by local policy makers, ranging from school districts to housing authorities.

Our team, led by MacArthur "genius" award winner [Raj Chetty](#), [John Friedman](#), and [Nathan Hendren](#), consists of leaders from academia, policy, and management, supported by a staff of approximately 40 members who share a passion to revive the American Dream. We are now seeking an Executive Assistant, who will organize and leverage time effectively for individuals supported, including planning, organizing, and executing major projects. S/he will work closely with the senior leadership team to organize complex schedules, calendar items, travel, and workflow.

RESPONSIBILITIES

COORDINATION AND ORGANIZATION

- Assume responsibility for planning, organizing, and executing major projects (e.g., calls and meetings entailing coordination of schedules of senior leadership participants)
- Lead planning for internal and partner meetings, conference calls, conferences/events and lunches/dinners
- Collaborating with partners, related administrative contacts and colleagues to create smooth workflow, including soliciting assistance from others as needed and helping others, as appropriate
- Maintain follow-through and flexibility to ensure appropriate, timely actions and that deadlines are met

REQUIREMENTS

BACKGROUND/EXPERIENCE

- Some college or secretarial school required; 4-year degree preferred
- 3-5 years administrative assistant experience in a corporate or professional environment, working for senior-level management

SPECIFIC JOB SKILLS

- Strong organizational, administrative, communication, and interpersonal skills
- Poise, presence, and professionalism

COMPETENCIES

- Excellent interpersonal skills with a positive attitude
- Detail oriented and able to prioritize and multitask
- Provide proactive contributions and ownership for administrative tasks; ability to work independently
- Able to work efficiently and effectively in a fast-paced, deadline-driven, high-pressure environment
- Personal accountability for consistent application of processes and policies

REPORTING LINES

- Reports to Executive Director
- Direct reports: none

LOCATION

- Cambridge, MA; Palo Alto, CA or Providence, RI

HOW TO APPLY

Please submit a cover letter and resume to ellen_viruleg@brown.edu