

Executive Assistant

Location: Memphis

Working model: Part-time; remote or in office possible

Reports to: Chief Executive Officer

Critical skills: Ownership mindset, organizational skills, attention to detail, written communication

Applicable full-time work experience: 5+ years

About Slingshot Memphis

Slingshot Memphis is a poverty-fighting center of influence that's igniting a movement to revolutionize the way poverty is alleviated. We disrupt traditional methods by introducing analytical, outcomes-driven approaches.

Unlike business, medicine, and other sectors that have established processes for measuring outcomes, the poverty-fighting ecosystem simply hasn't. This makes it nearly impossible to know which programs most effectively reduce the social and economic gaps in Memphis.

Slingshot has addressed this by developing a new, standardized methodology to measure poverty-fighting effectiveness. By providing previously unavailable insights about poverty-fighting outcomes, we empower decision makers to allocate financial and other resources toward solutions that produce effective outcomes for those experiencing poverty.

We believe that as our community embraces this new methodology—or "Poverty-Fighting Feedback Loop"—we can measurably reduce poverty and accelerate access to equitable opportunities for all Memphians.

About Slingshot's Work

Slingshot strives to achieve three primary objectives in order to realize our mission:

1. Improve the effectiveness and outcomes of poverty-fighting organizations
2. Increase the allocation of financial resources to the most effective poverty-fighting programs
3. Equip decision-makers with the insights and tools to make more evidence-based decisions

We learn what is effective at alleviating poverty by conducting 3-5 month impact studies on poverty-fighting organizations. These studies gather extensive evidence from these organizations and combine it with research about analogous programs and analysis on the benefits they create to accurately determine an organization's poverty-fighting impact. With this knowledge, we are able to identify opportunities that can enhance the outcomes poverty-fighting organizations provide for the people they serve. The insights from these studies help poverty-fighting organizations improve their effectiveness and help the philanthropic funding community identify how to make more evidence-based decisions. Using these insights across all poverty-fighting decisions will help ensure our community's efforts produce the greatest benefits possible.

About the Executive Assistant role

Slingshot seeks a part-time Executive Assistant to support its CEO and executive leadership team. This role reports to the CEO and will be responsible for maximizing the leadership team's efforts by making them be more efficient and focused on the most valuable activities. A true thought-partner is desired who can help accelerate our mission via the leadership team's efforts.

Responsibilities

- Providing communications support, primarily focused on email management such as drafting responses, email prioritization, and email outreach
- Enhancing time management, including scheduling meetings, managing calendars, and maximizing the benefits of existing management tools (e.g. Monday.com)
- Facilitating meeting coordination, including compiling meeting pre-reads (e.g. bios about meeting participants), overseeing meeting logistics, ensuring meeting materials are identified and available, etc.
- Rigorous record keeping, such as documenting meeting notes and next steps, filing digital documents, and updating project management and other tools
- Support additional leadership team needs, such as document preparation, maintaining and ordering office supplies and equipment, etc.

Qualifications

- Exceptional organizational skills, with the ability to manage multiple workstreams, think and plan proactively, anticipate next steps, and take initiative
- Demonstrated rigor and high-quality of work, including excellent attention to detail
- Outstanding communication skills, especially written communication, and the ability to effectively manage internal expectations around the status of work and priorities
- Highest levels of professionalism and confidentiality, including the ability to exercise discretion with sensitive information and apply sound judgment in making decisions
- Strong self-awareness and desire to receive feedback and continually improve
- Associate's degree required, Bachelor's degree preferred
- At least 5 years of experience in executive assistant or similar roles

Application

Send your resume and a brief statement of interest to careers@slingshotmemphis.org with "Executive Assistant" in the subject line. Your statement of interest should describe why you are interested in working with Slingshot and how you feel Slingshot would help you achieve your professional goals. Slingshot will follow up with selected applicants to schedule an initial discussion. Slingshot is an equal opportunity employer.