



**An Invitation to Apply for the Position of
Executive Assistant to the Vice President of Programs and Practice
Collaborative for Academic, Social, and Emotional Learning (CASEL)
Chicago, Illinois
December 2017**

Organizational Summary

The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, is dedicated to advancing the science and practice of social and emotional learning (SEL). CASEL's mission is to help make evidence-based social and emotional learning (SEL) an integral part of preschool through high school education across the country. We believe that systemic educational efforts that promote students' social and emotional competence are a key ingredient that will enable all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

With committed and growing philanthropic funding and a cohesive strategic plan, CASEL is endeavoring to:

- Support the implementation and document the impact of systemic SEL in large school districts and socio-demographically diverse school districts across this nation.
- Capture, refine, and test the learnings to advance the research base for the process of implementing systemic SEL and share that knowledge broadly.
- Identify and evaluate interventions and assessment tools to accelerate high-quality implementation of SEL nationwide.
- Partner with SEL program providers, colleges of education, professional organizations, school districts, and researchers to support scaling of SEL.
- Promote federal and state policies that encourage academic, social, and emotional learning.
- Strategically communicate to foster widespread demand for SEL as an essential part of students' education at the classroom, school, district, state, and national level.

CASEL is overseen by a distinguished 11-member Board of Directors. They include Timothy P. Shriver (Chair), Ann S. Nerad (Vice Chair), Larry Aber, Stephen D. Arnold, Catherine Bradshaw, Linda Darling-Hammond, Deborah Delisle, Paul Goren, Kim Schonert-Reichl, Andrea Wishom, and Roger P. Weissberg (Vice Chair).

THE POSITION

Reporting directly to the Vice President of Programs and Practice, the Executive Assistant will assist with a variety of daily activities. Responsibilities include, but are not limited to, the following:

- Manage and maintain the Vice President's and Director of Practice's schedules, monitoring, updating, and prioritizing them, utilizing good judgment and strong decision-making skills;
- Provide administrative and clerical support to the Vice President with day to day tasks including monitoring daily itineraries, scheduling appointments, preparation and dissemination of meeting materials, coordination of travel arrangements, and management of follow-up communications.
- Provide project management support for the Vice President day to day work flow by tracking priorities, creating and managing timelines, and managing the status of deliverables
- Proactively organize support materials for the Vice Presidents' meetings
- Coordinate cross-organizational administrative support functions and schedules in collaboration with executive assistants for the President/CEO, Chief Operating Officer, Chief Knowledge Officer and other Vice Presidents
- Prepare and process expense reimbursement requests for the Vice President in a timely manner.
- Maintain office files and calendars to ensure the smooth flow of information and documentation.
- Prepare in draft or final form, as appropriate, correspondence, reports, letters, memoranda, PowerPoints, and other written material for the Vice President
- Assist with coordination and planning logistics for major projects and in-person events/convenings, including tracking budgeted expenses; tracking and communicating with attendees
- Provide administrative support to Director-level staff on the Practice team as needed and as agreed by the Vice President
- Complete special projects and other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Complexity of Duties

Duties vary frequently and require high levels of precision, judgement, and discretion. The volume and complexity of the work demands excellent communications skills with the ability to proactively balance priorities and workloads. In addition, capacity for analyzing, organizing, and handling confidential budget and other requests is expected.

Work Experience Requirements

- Bachelor's degree preferred, or 3-5 years of executive/administrative level or coordinating work experience.
- Excellent written and oral communication skills.
- Professional demeanor, flexibility, diplomacy, and a positive attitude.
- Excellent organizational and project management skills with the ability to organize/prioritize tasks well in a fast-paced office environment
- Strong attention to detail.
- Superior skills and knowledge of Microsoft Office suite, including PowerPoint and other technologies (e.g., Asana).
- Skills in the operation of standard office equipment.

COMPENSATION

CASEL offers a competitive compensation package that includes: Medical, Dental, Vision, FSA, LTD, 401K with company match, Paid Vacation/Sick/Holidays commensurate with experience.

TO APPLY

Please email a **thoughtful cover letter and resume by January 19, 2018** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to careers@casel.org. Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit, and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs diverse staff and values a diverse work environment.