



Philadelphia Youth Basketball  
Executive Assistant  
Job Description  
Summer 2022

## **I. Organizational Overview**

Philadelphia Youth Basketball, Inc. (PYB), officially launched in June of 2015, is a community-built youth development and community empowerment organization that leverages the iconic game of basketball to help today's urban youth overcome the most urgent and systemic issues facing underserved communities. A diverse and impassioned group of individuals, including leaders from the grass-roots to the tree-tops, have been working diligently to execute upon this mission by building an impactful program, a robust and sustainable organization, and ultimately our world-class 'Sixth Man' Center to help uplift thousands of children, youth, and families for generations to come.

## **II. Primary Scope of Duties**

Reporting to the Senior Leadership (SLT) team, the Executive Assistant serves as a supportive force to help our CEO, COO, Chief Mission Officer, and Vice President of Development to operate at optimal effectiveness. With a primary responsibility of supporting the PYB's CEO, the Executive Assistant as directed, will help ensure that the senior staff is able to focus its efforts on higher level work with internal and external stakeholders. The ideal candidate will have previous experience working in an office environment, performing administrative duties and providing support to management, as well as having a genuine interest in the social impact sector and nonprofit leadership.

The primary responsibilities of this position include, but are not limited to the following:

### **CEO Support (50%) -**

- Creating and managing to-do lists and project plans
- Supporting in the creation and execution of systems and processes that result in knowledge sharing between CEO and respective team members
- Responding to routine and non-routine correspondence often pertaining to highly confidential and sensitive information on behalf of CEO

### **Senior Leadership Team Support (30%) -**

- Managing the Senior Leadership Team's calendars, including making appointments and prioritizing the most sensitive matters

- Managing communication between Senior Leadership Team, Board of Directors, and key PYB stakeholders including assembling materials for quarterly board and committee meetings
- Organizing meetings and events for convenings, including co-creating meeting agendas, scheduling, sending reminders, organizing catering and other logistics when necessary
- Providing administrative assistance, such as preparing and editing correspondence, presentations, reports, memos, and accurately recording minutes from meetings
- Conducting research and analysis on issues of interest to the Senior Leadership Team
- Serve as the ambassador for the organization by managing incoming communications and routing calls, mail, and inquiries to the correct persons
- Preparing expense reports including credit card reconciliations
- Maintaining professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business
- Assist in other administrative tasks as needed

#### **Office & Staff Team Management (20%) -**

- Maintain filing and communications systems including contact management, document management, and archiving
- Managing and updating organizational shared drive
- Creating an inviting work space for the entire staff team, including ensuring the required office supplies are always stocked and available.
- Planning and executing office celebrations, staff retreats, etc.

### **III. Desired Knowledge, Skills, and Dispositions**

- Bachelor's degree and/or relevant experience
- 4 years experience in administrative role reporting directly to upper management
- Strong written and verbal communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Keen attention to detail
- Proficiency in Google Suite and other office productivity tools, with aptitude to learn new software and systems
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Ability to keep company confidences
- Experience overseeing budgets and expenses preferred
- Experience developing internal processes and filing systems preferred

### **IV. Compensation and Perks**

This position will have a salary range of \$40,000 - \$60,000 commensurate with experience.

PYB prides itself on being a supportive workplace dedicated to employees' personal and professional growth through stretch assignments, and access to staff and board meetings, mentorship, feedback, and professional development opportunities.

Company benefits include access to health insurance coverage (medical and dental) for salaried employees and their families. Additional benefits include paid holidays, paid time off, and access to a 401K retirement plan.

**V. To Apply**

Applicants should email a cover note and resume by no later than Friday, August 5, 2022 to the attention of:

Philadelphia Youth Basketball, Inc.  
Office of Human Resources  
[employment@phillyyouthbasketball.org](mailto:employment@phillyyouthbasketball.org)