



## **JOB TITLE: Executive Assistant to the CEO**

### **Overview**

Established in 1995 to provide education to children in Mumbai slums, Pratham (which means “first” in Sanskrit) is now one of the largest and most successful non-governmental education organizations in India. Working in collaboration with governments, communities, parents, teachers, and volunteers, we focus on innovative interventions to address gaps in the education system. The clarity of our mission—“every child in school and learning well”—drives our focus to make an impact on the lives of India’s children and extends from our leadership to our team in the field.

With operations in 21 of India's 29 states, Pratham reaches millions of children and youth each year, from Kashmir to Tamil Nadu. Our methods have also spread beyond India's borders through ASER (Annual Status of Education Report), India’s largest citizen-led assessment which has inspired parallel assessments of children's learning in fourteen countries across the world.

### **What we do**

*Develop Innovative Programs* - Pratham uses outcome-driven programs that reconfigure teaching methodologies and challenge ineffective learning mechanisms. Our strategies focus on results, accountability and continuous learning and improvement.

*Build Scalable Models* - Pratham's low-cost learning models are rigorously tested and evaluated so they can be easily replicated on a larger scale to provide quality education to every child.

*Advocate Change* - Pratham’s willingness to take risks, adapt to changing circumstances and look beyond our programs gives us the leverage to create broader change. We amplify our impact by freely sharing information with other nonprofits and using our findings to advocate for large-scale policy changes.

*Inspire Action* - We engage parents, teachers and government to make learning a community effort. Local volunteers are vetted, trained and monitored to help implement learning interventions at the grassroots level using Pratham’s high-quality teaching materials.

### **Pratham USA**

Pratham USA is a volunteer-driven organization with 13 chapters across the



United States that raise awareness and mobilize financial resources for our work on the ground. With a four-star rating (the highest possible) from Charity Navigator, Pratham USA demonstrates accountability and transparency as a non profit organization. More information about Pratham USA can be found here:

[|Pratham USA](#)

## **Job Description**

The Executive Assistant to the CEO will play a central role in enhancing the efficiency and effectiveness of the CEO. A primary partner to the CEO, the Executive Assistant will also support the Pratham USA national board of directors, and committees by providing comprehensive administrative support.

This position requires a proactive and highly organized individual with exceptional written and verbal communication skills in English, capable of managing complex schedules, coordinating meetings, and maintaining important organizational records.

## **Specific Responsibilities**

### **Strategic calendaring support**

- Coordinate and manage the schedule of the CEO. Includes prioritizing requests, scheduling meetings/calls across time zones and coordinating logistics.
- Anticipate and proactively ensure that the CEO is equipped with all needed advance materials prior to scheduled meetings (e.g. bios, agendas, slides, advance reading, etc.).
- Communicate effectively with key donors, board members, and other critical stakeholders with utmost responsiveness and professionalism.

### **Board and Committee Support:**

- Proactively help plan for upcoming board meetings including agendas, slide decks, pre-reads and other materials as required
- Develop annual board and committee meeting schedule and coordinate all logistics for board of director meetings and committee meetings.



- Coordinate Board/committee documentation including agendas, reports and PowerPoint presentations
- Maintain Board and committee governing documents and minutes.

**Communication:**

- Act as a primary point of contact for the CEO, board members, and committee members.
- Draft and proofread emails, correspondence, and reports on behalf of the CEO.
- Anticipate and proactively prepare in a timely fashion any required and useful materials for the CEO in preparation for meetings
- Ensure that the PUSA website in relation to the national board and its committees are up to date with relevant information and updates.
- Manage and update email distribution lists for effective communication.
- Maintain and organize digital and physical files, ensuring easy retrieval of information.

**Travel and Meeting Coordination:**

- Arrange all travel details including reservations, accommodations, agendas and advance prep/materials, as well as related expense reports.
- Organize and coordinate assigned organization-wide meetings, including logistics, agendas, and materials.
- Take minutes during meetings and distribute them to relevant parties.
- Arrange domestic and international travel, including flights, accommodations, and transportation.
- Process travel expenses and ensure timely reimbursements.

**Other:**

- Support CEO in tracking outstanding meeting requests, ongoing deliverables, deadlines and action items.
- Draft and edit correspondence and communications materials to internal and external constituents.
- Coordinate meetings including but not limited to: regular staff meetings, senior leadership meetings, meetings with key Board member, chapter leaders, donors and peer organizations



- Play a role in team building - identifying opportunities for cultivating team culture and shared learning and social opportunities for team building, cohesion and fun (virtual, hybrid/in-person once safe to do so).
- Communicate amongst teams and assist with project management
- Assist with special projects and initiatives as assigned by the CEO.

### **Compensation**

The position is full-time with competitive compensation and benefits commensurate with the India market in the social impact field.

### **Location and Travel**

This is a remote role based in India - which will require flexibility to be available US hours as needed.

### **How to Apply**

Email a cover letter describing your qualifications and relevant experience, a resume and salary requirements to [hiring@prathamusa.org](mailto:hiring@prathamusa.org).

*Pratham is an equal opportunity employer and encourages people from diverse backgrounds to apply for positions within our organization.*