



Pratham USA

JOB TITLE: Special 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.

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Pratham USA is a volunteer-driven organization with 12 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



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information about Pratham USA can be found here: [Pratham USA](#)

Job Description

We are seeking an experienced and detail-oriented Special Assistant to the CEO to provide executive-level support to the Pratham USA (PUSA) CEO, other senior PUSA leaders and the PUSA National Board of Directors.

The Special 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 SpecialAssistant will help manage the CEO's office - including high level presentations, communications, national board engagement, donor relations as well as managing the CEO's priority task list, calendar as well as other administrative details.

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

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.



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- Manage and update email distribution lists for effective communication.
- Maintain and organize digital and physical files, ensuring easy retrieval of information.

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.

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 which could include market analysis, financial analysis and data presentation, special meetings or events coordination, etc. ,

Required Skills and Competencies

- Strong written, visual and verbal communication skills to draft and edit documents using correct spelling, grammar, punctuation and formatting, with the ability to pay close attention to detail and proofread work carefully.
- Strong interpersonal skills to effectively work with, and relate to boards of directors, high net worth individuals, senior executives at foundations and partnership organizations, and peer organizations.
- Strong organization and project management skills including the ability to anticipate workflows and needs, handle multiple projects simultaneously, create/request clarity on multiple priorities, take initiative within a collegial work team and accomplish tasks with quality and attention to detail under a deadline.
- Good judgment, discretion and confidentiality with sensitive information.
- Proactive, ability to think ahead, anticipate needs and follow-up on details as needed.
- Works with a growth mindset and a continuous learning perspective.
- Ability to both work independently and as a part of a broader set of teams.
- Creative approaches to problems of all kinds.
- Technical proficiency in GSuite, (Slides, Sheets, Calendar, etc.), Microsoft Office and Zoom. Advanced skills in Powerpoint and strong skills in Excel including pivot tables and basic analytics preferred.
- Knowledge of Salesforce preferred.
- Openness to understanding and learning new technologies as they emerge in the increasingly virtual environment.
- Sense of humor.

Qualifications:

- At least 7+ years of progressive administrative experience, preferably in a nonprofit or similar environment.
- Excellent written and verbal communication skills.
- Experience with Google Suite, MS Office and proficiency in productivity tools.
- Strong organizational and time-management skills with attention to detail.
- Ability to handle sensitive and confidential information with discretion.



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- Flexibility to adapt to changing priorities and deadlines.

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 hire@prathamusa.org.

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

Note: This job will be hired via our organizational partner in India - Pratham USA Learning Solutions, LLC.