



Branch Alliance for Educator Diversity

	Branch Alliance for Educator Diversity (BranchED) Executive Assistant
Organizational Description	<p>More than half of American public-school students are children of color, and only 20% of their teachers are from these same racial and ethnic groups. The Branch Alliance for Educator Diversity (BranchED) was founded in 2017 to empower, connect, and advance Minority Serving Institutions (HBCUs, HSIs, tribal colleges, and others) to maximize programming and drive innovation in preparing highly-effective educators who reflect and champion the diversity of our nation’s school children. These 290 Minority Serving Institutions (MSIs) comprise 13% of education providers in the United States, but train 51% of all Hispanic students earning bachelor’s degrees in education, 51% of Native Hawaiian and Pacific Islander teacher candidates, 38% of African American teacher candidates, and 35% of bachelor’s degrees in education for Native Americans and Asian Americans.</p> <p>BranchED is the first and only non-profit organization in the nation that is dedicated to strengthening and growing educator preparation at MSIs, with the larger goals of both diversifying the teaching profession and intentionally addressing critical issues of educational equity for all students. BranchED has three goals that guide its work:</p> <ul style="list-style-type: none"> • Empower: working together to strengthen and grow MSI educator preparation programs by providing capacity building support that enhances MSI capabilities • Connect: strengthening relationships among MSIs by building partnerships to spur collaboration and innovation • Advance: amplifying a collective voice and advocating for shared interests by promoting awareness of educator diversity and championing MSIs
Position Objective	<p>The Executive Assistant is responsible for supporting BranchED’s President/CEO and executive team. This position’s main duties include scheduling meetings, making travel arrangements and organizing daily calendars. To be successful in this role, the Executive Assistant should be highly self-motivated, an effective communicator, and capable of managing his/her work load and prioritizing tasks in a fast-paced environment. The ideal candidate will have a detailed understanding of the full Microsoft Office suite and have experience as an executive or administrative assistant.</p>
Essential Functions	<p><u>Operations Coordination</u></p> <ul style="list-style-type: none"> - Coordinate executive communications, including taking calls, responding to emails and interfacing with partners



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	<ul style="list-style-type: none"> - Plan and coordinate logistics and materials for meetings, CEO speaking opportunities, and other external events - Manage and fulfill travel arrangements for session facilitators/presenters, BranchED team and CEO - Support scheduling for BranchED team and management of staff calendar, including meetings, requested meetings from consultants, upkeep of programmatic calendar - Manage office supplies, organization and upkeep, and other office responsibilities as requested by the BranchED team - Assist overall operations, including research, vetting vendors, vendor relations, and setting up processes - Maintain electronic and paper filing systems, including accounting, vendor contracts, and programming - Assist in customer relationship management (CRM) system maintenance and data entry, including correspondence and follow-up on events - Collaborate with Director of Communications to assist in CRM communication, including special events, mass communication and regular correspondence - Assist in processing of donations, including follow-up such as thank you notes and/or recognition - Uphold a strict level of confidentiality <p><u>Other</u></p> <ul style="list-style-type: none"> - Help cultivate an intentional organizational culture representing organizational values - Contribute to a high-performing and mission-driven team necessary to support excellent programming - Other duties as assigned
Education & Experience	<ul style="list-style-type: none"> - Bachelor’s degree required in education, business, or relevant field - 3+ years work experience as executive assistant, program administrator, or similar role - Advanced Microsoft Office skills, with an ability to become familiar with new programs and software - Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities - Strong written and verbal communication skills - Ability to work effectively in collaboration with diverse groups of people - Creative problem-solver with ability to identify and address issues proactively



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	<ul style="list-style-type: none"> - Experience exercising discretion and confidentiality with sensitive company information
Personal Characteristics	<ul style="list-style-type: none"> - A passion and commitment to transforming teacher preparation programs in Minority Serving Institutions - A visionary with ability to anticipate needs and future opportunities - Creative problem-solver with ability to identify and address issues proactively - Committed to equity and diversity - Ability to thrive in a fast-paced environment and willingness to 'roll up sleeves' to get things done - Ability to build authentic relationships - A positive attitude, high degree of flexibility, curiosity to learn, creativity, dedication, resourcefulness, and energy
Compensation	Competitive with skills and experience. The Branch Alliance offers a competitive benefits package.
# of Direct Reports	0
Reports To	President/CEO
Location	Austin, Texas
Setting	This position operates in a general office setting. Occasional travel and lifting are expected.

Application Procedure

Nominations or applications (with current resume **and** letter of interest) should be sent confidentially, electronically to talent@educatordiversity.org. Please include in your email the position for which you are applying. The review of applications will begin immediately and will continue on a rolling basis until the position is filled.

The Branch Alliance for Educator Diversity does not discriminate on the basis of race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or other characteristic covered by law with regard to employment opportunities.