



March 2019

Job Description

Executive Assistant, Prison University Project

Full time (1 FTE), salary and benefits

Location: San Rafael, CA

Salary: \$70,000-80,000 annually

Prison University Project Overview

The mission of the Prison University Project is to provide excellent higher education to people incarcerated at San Quentin State Prison, to support increased access to higher education for incarcerated people, and to stimulate public awareness about higher education access and criminal justice. The Prison University Project is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

The Prison University Project is currently in a period of tremendous growth. After twenty years of operating a robust, high-quality higher education degree program at San Quentin, the organization is seeking independent accreditation.

Position Summary

The Executive Assistant reports directly to the Executive Director, and will provide support and lead coordination on a broad range of projects and tasks, both simple and complex. The position requires strong organizational, written and verbal communication skills, and superior attention to detail.

Key Responsibilities

- Meticulously track and carry out significant, often collaborative, projects with 100% follow-through and take independent initiative
- Supporting the Executive Director in strategically managing workload — identifying the areas where she must direct her focus; establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; and problem-solving

- Conduct administrative tasks, including maintaining calendar, managing travel arrangements, and extensive miscellaneous correspondence
- Serve as liaison to the PUP Board of Directors, and maintain all related documents and systems
- Coordinate communication and logistics related to San Quentin site visits
- Manage incoming requests for information and other correspondence with external organizations and individuals, including media and others critical to the organization's success
- Oversee planning as well as set-up/clean up for assorted events and meetings
- Serve as liaison for ongoing collaborative initiatives both internally and externally

Required skills and qualifications

- Associate's degree required; Bachelor's degree preferred
- A passionate commitment to the mission of the Prison University Project
- A minimum of three years' experience supporting executive-level positions preferred
- Excellent written and verbal communication skills
- The ability to efficiently record, synthesize, compile, organize, and track information
- Ability to manage multiple projects and prioritize effectively
- Excellent attention to detail and proofreading abilities
- Knowledge of Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint)
- Exceptional level of professionalism and interpersonal skills
- Ability to work with a culturally diverse population and a variety of stakeholders and audiences

Statement of Non-discrimination

In keeping with our beliefs and goals, the Prison University Project strongly encourages applications from all qualified individuals including people of color, persons with disabilities, ethnic and religious minorities, and lesbian, gay, bisexual, transgender and gender non-conforming individuals. No employee or applicant will face discrimination/harassment based on race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, or veteran status.

Compensation and Benefits

The Prison University Project offers competitive compensation, flexible work policies, and a collaborative work environment. Our excellent benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by the Prison University Project. We also offer generous vacation time and holiday pay, as well as opportunities for professional development.

To Apply

Please submit your resume and cover letter to hire@prisonuniversityproject.org with "Executive Assistant" in the subject line. Applications will be considered on a rolling basis until the position is filled.