



**YOUTH
FRONTIERS®**

OPPORTUNITY PROFILE

Youth Frontiers Executive Assistant

Presented by:



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bringing clarity to leadership transitions

THE CONTEXT

Brought into existence in 1987, by current CEO Joe Cavanaugh, Minnesota based Youth Frontiers addresses the needs of young people by building school communities where every person is treated with dignity and respect through dynamic experiences that enhance self-awareness, empathy and connectedness. As a non-partisan, nonprofit organization, the long standing and ongoing mission of Youth Frontiers is to impact school communities by inspiring character, civility and community so that the next generation of leaders is grounded in character. In order to fulfill this mission, by offering one day school retreats focused on timeless values like kindness, courage and respect as well as educator retreats Youth Frontiers enhances and transforms school environments.

Today, on all Youth Frontiers retreats, students are exposed to the message that each individual matters and that there is power in their actions and interactions with one another. Youth Frontiers believes that ‘in community, we hold one another accountable for behaviors and we stand up for one another’. When young people and educators are connected and feel a sense of belonging, they develop deeper self-regard leading to treating others with greater dignity and respect.

These powerful, dynamic and meaningful programs which create a ‘catalyst for change’ have been designed and refined to have the greatest possible impact in helping young people realize the importance of living a life of character by challenging students to think about and reflect on the impact of their choices and behavior, engaging the silent majority of students to take positive action on behalf of others, and sustaining and parents educators in their critical work with young people.

Youth Frontiers is also working with businesses and corporations to highlight the importance of raising the next generation of ethical leaders as well expanding student programming around leadership to ensure high school students take responsibility for their school culture.

Youth Frontiers has demonstrated a commitment to improved and improving programs as 775 retreats per year have impacted 1.7 million students over the course of its history. Youth Frontiers has recently expanded to Omaha and Milwaukee, providing the same high quality, excellent life changing experiences to schools and communities to these new markets.

In the 30th year of existence, Youth Frontiers has embraced some amazing opportunities including new office space (that fits the growing staff of 50+ employees), renewed brand (bringing a new level of connection and impact and opportunity to our mission) and conversations across the Midwest on ethical leadership and the importance of character and civility in building healthy communities.

It is into this context that Youth Frontiers is looking for a new Executive Assistant to work closely with founder and CEO, Joe Cavanaugh. It is a grand yet challenging opportunity to participate in the ongoing, evolving mission of Youth Frontiers where the next Executive Assistant will play a significant role.

THE POSITION

The Executive Assistant will provide high-level administrative support to the Founder and CEO of Youth Frontiers so that the organization effectively works towards the vision and mission. This position also supports the Executive Team and Board of Director activities and communications. As with all Youth Frontiers staff members the Executive Assistant will aspire daily to demonstrate a strong understanding and use of the following core values:

QUALITY: To passionately be the best at, and continuously improve, all that we do.

CARING: To create communities where everyone is respected.

GROWTH: To continue to reach more schools by expanding and innovating our programs and challenging our people to grow personally to be the best they can be.

In order to successfully fulfill the role and responsibilities at Youth Frontiers, the ideal Executive Assistant will be one who is easily inspired by a vision and the story of Youth Frontiers and is willing leverage their gifts and abilities to work with and for a visionary leader, doing their part to achieve the goals and objectives of the organization. They will be able to see the bigger picture and figure out the process and way to get things done through hard work and willingness to 'go the extra mile'. Accomplishing tasks with a commitment to excellence is paramount at Youth Frontiers as is the importance of knowing how to have fun and observe healthy boundaries in their work, life and relationships.

The Executive Assistant will see through the surface with an ability to analyze, distill and provide feedback as they interpret the thinking and ideating of the CEO. Understanding the cross-functional nature of Youth Frontiers, they will need to be proactive, anticipating needs of the CEO.

The ideal Executive Assistant will not be one who seeks power or influence but confidentially yet humbly is content to make the small things happen in order to advance the more expansive initiatives. They will be highly organized yet adaptable, leading to an ability to be calm under pressure, a non-anxious presence who anticipates timelines and deadlines.

Because of the Executive Assistant represents the CEO to multiple 'constituents', including donors, client schools, community leaders and Board members, excellent verbal, written and interpersonal communication will be important in effectively carrying out the role.

KEY DUTIES & RESPONSIBILITIES

CEO management will encompass approximately 70% of the Executive Assistant's time and energy as they will be responsible for the following:

- Management and maintenance of the CEO's active schedule including planning and ensuring the CEO's schedule is followed and respected.
- Management of CEO incoming email and mail correspondence and screen telephone calls as well as the CEO filing system.
- Working with the COS, Marketing and Communications, and Revenue team to prepare for and follow-up on CEO's external speaking engagements.

- Organizing and submitting CEO expenses and quarterly board review of CEO's expenses.
- Working closely with CEO and COS to prioritize incoming issues and executive office needs, anticipating and proactively handling needs.
- Completes data entry in the CEO and YF's systems to ensure tracking and records are up to date.

An important function for the Executive Assistant is in the area Executive Team management. It is estimated that they will spend 20% of their time and energy as follows:

- Schedule and attend all internal leadership meetings and monthly offsites with CEO and/or COS, including collecting relevant background materials, preparing agendas, taking notes, outlining action items and tracking execution of action items after meetings.
- Assisting the COS in cross-divisional coordination of internal and external deliverables.
- Supporting special projects for Executive Team members as assigned by CEO and COS.

The Executive Assistant will spend approximately 10% of their time on Board Management which will require efficient and effective:

- Preparing for, scheduling and arranging logistics for all Board and committee meetings, and other Board-related functions.
- Serving as the Board secretary by attending all Board and committee meetings and taking official minutes at meetings.
- Ensuring CEO is meeting annually with each board member.

The Executive Assistant will also be expected to attend and participate in all internal and external organization events, representing the CEO and Youth Frontiers by extending warm hospitality while effectively engaging other attendees.

In order to effectively and successfully fulfill the role of Executive Assistant to the CEO of Youth Frontiers, it is expected that all applicants possess the following:

MINIMUM QUALIFICATIONS:

1. Bachelor's degree
2. 5 years minimum executive administrative experience
3. Strong verbal and written communications skills, organizational skills, project management skills, ability to meet deadlines and work as part of a team
4. Advanced computer knowledge on the following software:
 - a. Macintosh
 - b. Word, Excel, PowerPoint, Pages, Keynote
 - c. Internet
 - d. Google mail/calendar/documents
5. Desired computer knowledge on the following software:
 - a. Raiser's Edge (RE)
 - b. FileMakerPro (FMP)
 - c. Asana

INQUIRY PROCESS

To apply for the position, please contact us via email and include a current resume outlining your experience and relevant qualifications. In addition, please provide succinct responses to the following:

- After familiarizing yourself with the mission, values and work of Youth Frontiers, please comment on the ways in which you are personally aligned.
- What Executive Assistant experience within a corporate or non-profit context do you possess? Please comment specifically on any experience working within a mission driven, founder led organization.
- What is most motivating or compelling to you about the position at Youth Frontiers?

Please also provide at least five references including email and phone contact information for each person. We will not contact your references until later in the process and only upon your approval.

Submit all materials to:

Rick Heltne Partner-Senior Search Consultant
rheltne@simapartners.com