
Executive Liaison

Girls for Gender Equity

The Details

Location: Hybrid role based in Brooklyn, NY (remote candidates considered)

Start Date: February 2022

Salary Range: \$65,000 + Benefits

Reports To: Chief Executive Officer (CEO) & Deputy Director of Operations

The Opportunity

As Girls for Gender Equity (GGE) approaches its 20th year and moves toward growth and larger strategic initiatives, the need to increase GGE's capacity to fulfill its mission and manage its operations efficiently and effectively is critical. The Executive Liaison will utilize writing, research, and organizational skills to support the CEO and Operations team. The Executive Liaison will play a central role in managing the CEO's calendar and schedule and supporting human resources functions, particularly drafting job descriptions and recruitment.

Your Day-to-Day

50% - Executive Support

As Executive Liaison, you will provide scheduling support to the CEO, including managing her calendar and flagging priority emails, projects, and events. You will provide administrative support in the form of reconciling credit card expenses, preparing for major meetings, shipping items and researching. You will also provide support to the CEO as she engages with external stakeholders and in external initiatives. As travel resumes, you will assist in coordinating travel arrangements for the CEO.

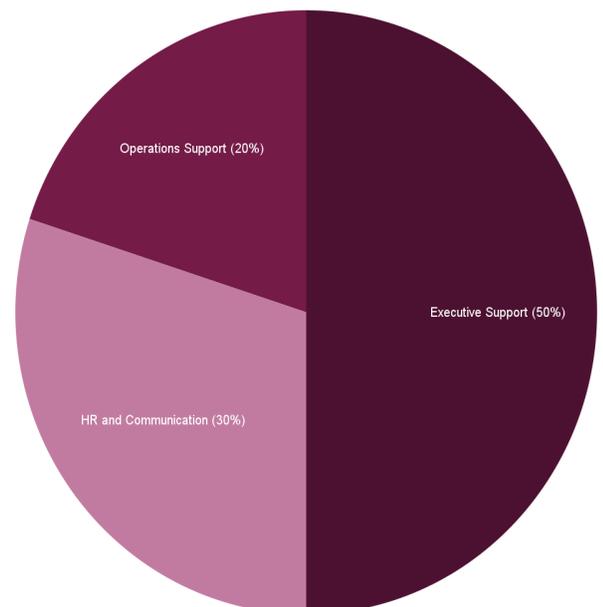
30% - Human Resources and Communications

You will draft staff memos and other internal communications as directed by the CEO. Working with the Operations team, you will support the revamping of GGE's hiring process, including drafting detailed job descriptions, tracking hires, reporting to CEO and collaborating with external consultants.

20% - Operations Support

As Executive Liaison, you will also be a critical focal point between the Executive Team and the Operations Team. You will support organizational operations through such tasks as ensuring consultant documentation is complete, providing ad hoc programs support, and maintaining mastery of the various digital tools used by GGE.

You will also coordinate with the Deputy Director of Operations to identify and support special projects and initiatives.



The Skills You'll Need

Success in the Executive Liaison role will require a deep commitment to anti-racist, feminist/womanist/queer, and youth development work. The ideal candidate will also bring the following skills, attributes and experiences:

- Stellar communication skills, including strong written and verbal communication
- Expertise in internal communications, decision making, program management, and initiative implementation
- Experience supporting executive-level staff and comfort with collaborative working relationships
- Strategic and results-oriented, with ability to shift priorities as needed
- High level of proficiency to capture, analyze and report departmental activity
- Highly organized, self-motivated, independent worker who can prioritize tasks and manage multiple projects at once;
- High level of self-awareness and ability to give and receive feedback well.

The People

In this role you will report to the Chief Executive Officer and the Deputy Director of Operations. The Executive Liaison also communicates frequently with the Executive Team and members of the programs and operations teams.

The Organization

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of cisgender (cis) and transgender (trans) girls and women of color and gender non-conforming/non-binary (GNCNB) youth of color. GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color, and GNCNB youth of color.

GGE's work is grounded in intersectional Black feminism, positive youth development, strengths-based, eco-systemic social work practice and popular education theory. Our theory of change articulates our efforts to cultivate a culture and environment in which cis and trans girls of color and GNCNB youth of color are equitably supported to live free, self-determined lives; eradicate institutionalized barriers to gender equity; and dismantle all systems of oppression. We ultimately believe in and work toward world where cis and trans girls of color and gender non-conforming/non-binary youth of color are free.

The Next Steps

If you are interested in this role, please send a cover letter and resume to jointheteam@ggenyc.org with the subject line "EXECUTIVE LIAISON/Your name". Applications will be reviewed on a rolling basis, with a preferred start date ASAP.

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.