Assistant to the Executive Director

Team: Office of the Executive Director  
Reports To: Chief of Staff  
Location: Ann Arbor / Detroit, MI Metro Area/Remote

THE ROLE

TRAILS (Transforming Research into Action to Improve the Lives of Students) is looking for an exceptional, experienced, and highly dedicated Assistant to the Executive Director. The ideal candidate is a seasoned administrative professional committed to getting results in a fast-paced, collaborative environment. The candidate should be impeccably organized, detail-oriented, and a proactive problem solver with exceptional strategy and communication skills. They should be flexible, able to adapt to change, and understand the importance of maintaining strict confidentiality related to systems, operations, and personnel. Applicants must be willing to work in the Ann Arbor area 2-3 days per week as well as travel independently and with the Executive Director in support of engagements as needed, up to 6 times per year.

THE ORGANIZATION

TRAILS (Transforming Research into Action to Improve the Lives of Students) is a growing program built around a team of innovative thinkers committed to youth mental health. We partner with schools throughout Michigan and in a number of other settings nationwide, providing school staff with the training, materials, and implementation support they need to deliver effective mental health programming to their students. TRAILS was designed and developed by expert child mental health clinicians in collaboration with health and education researchers, educators, and school leaders. Our model was built specifically for the school setting, and is grounded in evidence-based cognitive behavioral and mindfulness practices. As we work to make effective mental health services available to all students, priority is given to schools that are under-resourced or that serve historically excluded populations. Our staff are dedicated to a vision of health and health care equity for all, and as TRAILS expands, we are seeking individuals who practice cultural humility and who thrive in and wish to contribute to an inclusive working environment.
THE RESPONSIBILITIES

Daily Executive Support (45%)
● Coordinate the Executive Director’s schedule with a strong understanding of overarching program priorities, goals, and strategic direction, ensuring that the ED’s time is appropriately structured to maximize impact and deliver on essential priorities
● In coordination with the Chief of Staff, develop and maintain systems and processes that facilitate the ED’s daily productivity through documenting, prioritizing, and tracking a highly-organized list of tasks for the ED to refer to and complete each day
● Lead scheduling internally and externally with various teams and stakeholders on behalf of the Executive Director, acting as a key liaison and representative of the ED’s office
● Coordinate and execute logistics for all of the Executive Director’s hosted meetings and events, both virtual and in person, coordinating contractors and vendors as needed
● Create meetings and associated timelines including preparing and distributing meeting notifications, agendas, and materials
● Coordinate travel arrangements for the Executive Director and/or those collaborating with the ED’s office

Operations Support (25%)
● Serve as a key component of a 3-person team that also includes the ED and the Chief of Staff to ensure that the executive office is operating with high efficiency and impact, and is focused on a clear set of operational functions aligned with the overarching mission and strategy of the organization
● Track administrative deadlines and requirements and ensure the ED has these flagged with sufficient notice for timely completion of any necessary tasks
● Ensure efficiency, accuracy, and quality control for Executive Director’s financial reimbursement reports, tracking and reconciling all expenses in collaboration with the Finance department
● Complete and submit the Executive Director’s timesheets and PTO, as well as approve team requests, minimizing any margin of error or risk
● Collaborate with other departments to produce and/or collect accurate data for reports and other actionable items for the Executive Director’s meetings, monthly reports, etc.
● Routinely exercise discretion while assisting the Executive Director in holding the team accountable to management policies and general business operations

Communications (15%)
● Draft and send correspondence on behalf of the Executive Director with the highest level of accuracy, efficiency, and attention to detail
● Provide support for direct communications from the ED to important partners and stakeholders, through outlining or drafting messaging, cueing up for the ED to complete and send, and ensuring timely delivery
● Manage and update documents, slides and other materials for the Executive Director with the most current content for the ED's briefings, travel, meeting schedule, etc., with ultimate discretion and focus on accuracy
● In coordination with the Chief of Staff, research and provide information for the ED on meeting attendees to ensure accurate awareness of participant names, titles, roles within their respective organization, and history with the organization
● Take meeting notes and share next steps with collaborators as needed; attend board and working group meetings, record and circulate minutes

Team responsibilities (15%)
● Lead and support org-wide projects, ensuring they are accomplished in a timely and accurate manner, continually updating the Executive Director with status reports
● Provide support for other senior leaders as appropriate, including event management
● Attend all staff meetings and retreats, workgroups and other relevant TRAILS meetings as necessary
● Support TRAILS team with all hands on deck events as needed and other team initiatives

THE PERSON
Our experience suggests that the following types of professional experiences lend themselves to this work:

● A minimum of 5 years of experience in a similar role supporting Senior/C-suite executive(s) or an Executive level office
● Significant, demonstrated experience crafting internal and external facing partner communications and high-level proficiency in Google Suite
● Extensive experience with virtual and asynchronous project management and communication tools

Our experience suggests that the following types of skills lend themselves well to this work:

● Impeccable verbal, written, research, communication, and presentation creation skills
● Excellent organizational skills and the ability to communicate complex ideas in clear, concise terms (verbally and written)
● The ability to prioritize competing projects and multi-task across a broad spectrum of collaborators working remotely
● The ability to exercise independent judgment and take initiative in an environment with multiple priorities
● Extensive experience working independently in a face-paced environment, with a proactive approach
● Commitment to confidentiality and ability to exercise absolute discretion
● A passion for creating community on the team

EDUCATION
Our experience suggests the following certifications and degree(s) lend themselves well to this work:
● Bachelor’s degree
● Applicable experience and competencies may be considered in lieu of formal education

COMPENSATION
The salary range for this position is $65,000-$75,000.

TRAILS offers a generous benefits package including medical, dental, and vision as well as a 403B with a safe harbor match and short and long term disability. We offer a generous holiday and paid time off package.

OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION
Addressing inequities in access to evidence-based mental health care is intrinsic to the TRAILS mission. The intentionality behind this approach is woven into everything we do at TRAILS, resulting in a staff-wide commitment to diversity, equity and inclusion for all facets of our program. If this commitment is something to which you could positively contribute, we encourage you to apply, particularly if your voice represents a historically excluded perspective.

TRAILS, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

HOW TO APPLY & APPLICATION NOTES
● Email your resume and cover letter to Nikole at nconstas@trailstowellness.org that answers the following questions. Please keep responses brief:
  ○ Why are you interested in this position and working with TRAILS?
  ○ What are the top 2-3 things you hope to devote consistent time and energy to in your next job?
Complete brief anonymous applicant survey

Our job descriptions reflect TRAILS’ assignment of essential functions and qualifications of the role. Nothing herein restricts management’s right to assign, reassign or eliminate duties and responsibilities to this role at any time.

We can only consider applicants who are legally authorized to work in the United States.

Please note that all TRAILS employees are required to undergo a background check as performed by our fiscal sponsor, Tides Center. Findings do not automatically exclude candidates from the hiring process, but will be taken into consideration.

Successful applicants for this position must be fully vaccinated against COVID-19 as a condition of employment.