

JOB DESCRIPTION

Job Titles: Executive Assistant, SVP Innovation & Growth

Organization Segment: Young Americans Center for Financial Education

Reports to: SVP, Innovation & Growth

Status: Full time, Exempt

POSITION SUMMARY:

The Executive Assistant (EA) to the SVP of Innovation & Growth is a high-trust, high-impact partner who keeps a fast-moving executive — and the Marketing, Communications, and Strategic Partnerships functions — running smoothly. This role is ideal for someone who thrives on bringing order to complexity, anticipates needs before they're voiced, and takes pride in producing polished, professional materials that represent the executive and the organization well.

This is primarily an internal-facing role focused on executive support, but the right person will also contribute to project coordination, meeting preparation, and the production of materials used in external partner and client conversations.

This role focuses on executive enablement, coordination, and follow-through and does not carry direct ownership of departmental strategy, project delivery, budgets, or external relationships.

POSITION RESPONSIBILITIES

- Executive Support & Organization
 - Manage a complex, frequently shifting calendar; prioritize and protect focus time, resolve scheduling conflicts, and coordinate across internal and external stakeholders.
 - Triage the SVP's inbox: flag urgent items, draft responses for review, follow up on outstanding threads, and keep nothing from falling through the cracks.
 - Prepare and submit expense reports, reconcile receipts, and track department spend against budget in coordination with Finance
 - Coordinate domestic and occasional international travel, including flights, lodging, ground transportation, and detailed itineraries.
 - Serve as the first point of contact for the SVP's office; screen requests and route appropriately.
- Meetings & Materials
 - Schedule, prepare for, and follow up on internal team meetings, partner/client meetings, and cross-functional working sessions.
 - Build clear, well-structured, on-brand presentations (PowerPoint/Google Slides) for client meetings, board updates, and internal briefings — partnering with the Marketing Coordinator on design.
 - Produce meeting prep packets: agendas, attendee bios, recent context, talking points, and desired outcomes.

- Capture action items and decisions during meetings; track follow-ups to completion with responsible owners.
- Assemble print and digital materials (one-pagers, leave-behinds, briefing books) for partner conversations and external engagements.
- Project & Department Coordination
 - Support the SVP in tracking priorities across Marketing, Communications, and Strategic Partnerships; maintaining visibility into timelines, owners, and next steps, in coordination with organization's leaders.
 - Coordinate logistics for department events, off-sites, and partner convenings in partnership with the Director of Innovation & Growth.
 - Maintain organized digital files, contact lists, and reference trackers for partners, donors, and key stakeholders to support relationship management led by the SVP.
 - Route contracts, NDAs, and vendor agreements for review and signature; track renewals and key dates and renewals in coordination with legal, finance and organization's leaders
 - Conduct light research on prospective partners, conferences, speakers, and industry trends to support SVP meeting preparation and briefing materials.
- Communication & Relationship Management
 - Draft, proofread, and edit correspondence, internal memos, and talking points on behalf of the SVP.
 - Build trusted working relationships with the SVP's direct reports, peer executives, board members, and external partners.
 - Represent the SVP's office with warmth, discretion, and professionalism in every interaction.

KNOWLEDGE, SKILL, AND ABILITY

- 5+ years of executive support, chief-of-staff-lite, or senior administrative experience, ideally supporting a VP-level or higher leader.
- Demonstrated ability to manage complex calendars, inboxes, and travel for a busy executive.
- Strong written and verbal communication; able to draft polished correspondence and edit on the executive's behalf.
- Advanced proficiency in Microsoft Office (especially PowerPoint and Outlook) and/or Google Workspace.
- Exceptional organizational skills with proven ability to juggle competing priorities and deadlines.
- High level of discretion handling confidential information.
- Self-starter who anticipates needs, asks clarifying questions, and follows through without being chased.

WHO YOU ARE

- You see around corners. You spot the meeting that needs a prep doc, the deadline that's about to slip, the email that needs an answer today.
- You sweat the details. Typos, double-bookings, and missing attachments don't happen on your watch.
- You're a calm presence. When the day goes sideways, you bring order, not noise.
- You're mission-driven. You want your work to support an organization doing something that matters.
- You're a teammate. You partner well with peers, executives, and external stakeholders alike.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent professional experience.
- Familiarity with marketing, communications, or partnership functions.
- Experience with project management tools (Asana, Monday, Trello) and CRM platforms (Salesforce, HubSpot, etc.).
- Light design sensibility — comfortable cleaning up slides and formatting documents to a professional standard.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

Compensation: The salary range for this position is \$55,000 to \$75,000 annually. The salary will be commensurate with skill level and applicable experience.

Benefits

As a valued member of our team, you will be entitled to the following benefits during your employment,

Medical, Vision, and Dental Insurance: Employee coverage: Premium information for employee-only coverage is available in the open enrollment materials. Dependent coverage: If spouse and/or family coverage is elected, premium information is provided in the open enrollment materials.

Employer contribution and payroll deductions: Young Americans contributes toward insurance costs. Employee payroll deductions can be reviewed in the open enrollment materials.

Life and Disability Insurance: Group term life insurance, accidental death and dismemberment insurance, and long-term disability insurance are provided at no cost to employees. Short-term disability insurance is offered as a statutory benefit through the State of Colorado, with costs shared between the employee and employer.

Additional coverage options—including voluntary self and dependent life insurance, critical illness insurance, and accident insurance—may be elected during open enrollment. These elective coverages are 100% employee-paid.

401(k) Plan: Young Americans matches 25% of your contribution, based on IRS plan limits. Company contributions are fully vested immediately.

Paid Time Off (PTO): 11 paid holidays annually. PTO based on length of service: Date of hire through 5 years: 120 hours (15 days) annually at a rate of 5 hours per pay period. 6 through 10 years: 160 hours (20 days) annually at a rate of 6.66 hours per pay period. 11+ years: 200 hours (25 days) annually at a rate of 8.33 hours per pay period