



Position Profile

Executive Director Assistant

Reports To: Executive Director

Purpose

To assist and resource the Executive Director. To help coordinate the responsibilities of the Executive Director's office.

Skills & Abilities

- A team player capable of fostering relational influence.
- Strong in developing and executing systems
- Strong in executing events and strategies with attention to detail
- Commitment to embody and champion the vision of Cross Point, the multi-site strategy and the Cross Point staff values
- Familiarity with project management and project management technology.

Primary Responsibilities

- Support the Executive Director by performing general administrative tasks, such as calendar management, meeting prep, communication & correspondence, etc.
- Assist Executive Director in data collection that helps inform analytics for future expansion.
- Help execute new expansion projects, such as new campus launches.
- Be the liaison between the Executive Director, Director of Ideation and outside contractors and vendors for current campus expansion, as well as new campus launches.