

Thousand Currents

JOB DESCRIPTION

Title:	Executive Assistant
Location:	Remote, Flexible within the United States
Position:	Full-time
Position Reports:	Executive Director
Compensation:	\$60,000-65,000

THE OPPORTUNITY

Thousand Currents is seeking an Executive Assistant (EA) to work with its Executive Director and other members of the senior management team. The executive assistant is responsible for providing administrative and logistical support to the executive director, the Board, and providing administrative support to other SMT members as needed. The Executive Assistant will report directly to the Executive Director.

ABOUT THOUSAND CURRENTS

For nearly 35 years, Thousand Currents has invested in and learned from more than 1,000 community-led initiatives in over 40 countries. Today, Thousand Currents is a public foundation funding grassroots organizing that addresses the interdependent issues of food sovereignty, alternative economies, and climate justice in the Global South. We partner with an ecosystem of grassroots-based formations, including, but not limited to, movements, grassroots groups, and research institutions in Africa, Asia, the Pacific, and Latin America.

Too often, resource and investment decisions are made without the input and participation of the people who contribute the least to – and are most impacted by – large-scale global problems like climate change, inequality, poverty, and corporate-based food systems. Thousand Currents has intentionally flipped this dynamic, choosing instead to build long-term partnerships with movements and organizations led by women, youth and Indigenous Peoples. This means honoring their leadership and wisdom, their right to self-determination, and their transformative solutions to global challenges.

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In addition to long-term flexible partnership and financial resources, we support our partners in strengthening their impact by linking them with each other and with broader social change movements at regional, national, and global levels through convenings, learning exchanges, and conferences; facilitating the creation and sharing of knowledge practices and resources; and amplifying their solutions to redirect the flow of resources and relationships within philanthropy.

At the same time, we use our position and influence as a vocal and visible advocate for grassroots-led social change, bridging emerging approaches and learnings from the Global South with philanthropic models and practices from the Global North. We do this through our Philanthropic Partnerships program, where we work with donors to adopt transformative practices that dismantle injustice and inequity. Through trainings, workshops, tools, and resources, we help donors strengthen their relationships with grantee partners in alignment with their values and missions. And we bring them together to cultivate a just, equitable, and inclusive philanthropic and social impact investment sector through our practice communities: [Thousand Currents Academy](#), [Buen Vivir Fund](#), [CLIMA Fund](#) and [Africans In The Diaspora](#).

The values that underpin and shape our work and approach are **courage, humility, creative collaboration, experimentation, and interdependence**. These values have allowed us to create new -- respectful -- models of partnership and collaboration. You can learn more about Thousand Currents including our grassroots and philanthropic partnerships and collaborative initiatives [here](#).

RESPONSIBILITIES

1. Provide administrative support for all aspects of the work of the Executive Director (90%)

The Executive Assistant completes a broad range of administrative tasks that facilitate the ED's ability to lead the organization. This includes but is not limited to:

Administrative

- Manage the Executive Director's extremely active calendar of appointments, responding in a timely manner to scheduling requests and updates; and ensuring there is a healthy balance between meetings, breaks, and meals.
- Work closely and effectively with the ED to keep her well informed of

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- upcoming commitments and responsibilities, following up appropriately.
- Support the Executive Director's cultivation of ongoing relationships with donors, funders and other stakeholders through following up on contacts made, and recording communications and updates in Salesforce.
 - Coordinate senior management team meetings, strategy retreats, off-sites, team building opportunities and all staff meetings. Maintain and manage organization wide calendar and work with staff on updates.
 - Uphold strict confidentiality and work to build a culture of care and hospitality for and among staff.
 - Complete invoices, expenses reports, and reimbursements for Executive Director.
 - Edit and complete first drafts for ED's written communications to external stakeholders as requested;
 - Assist Executive Director with special projects as needed

Logistics

- Take lead in organizing the logistical aspects of all staff and senior management team retreats, including researching and identifying venue, managing catering, and supporting travel and accommodation arrangements.
- Coordinate travel arrangements, including booking flights, accommodation, ground transportation and meeting schedules.
- During COVID, provide logistical support to virtual staff retreats, staff meetings, and Board meetings.

Board Support

- Support ED in managing Board relationships, including coordinating Board meetings, preparing Board documents, and providing administrative and logistical support to Board committees.
- Take notes during Board meetings and transcribe minutes after each Board meeting.
- Make sure Board documents are properly signed and filed.

2. Participate in organization-wide learning, cross-program partnership and administrative effectiveness (10%)

Along with all other staff, this position contributes to Thousand Currents' culture of service, entrepreneurship, teamwork and continuous learning and does what it takes to ensure that Thousand Currents' staff collaborate and support each other within and across programs and excel in an environment where every

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member takes care of their own basic administrative needs. This includes but is not limited to:

- **Showing up fully for learning and planning activities**, including staff meetings, retreats, trainings, planning and strategy sessions.
- **Pitching in when needed for organization-wide activities**, such as the Academy, annual events, fundraising drives, partner visits, other special projects that build community.
- **Managing our own regular administration**, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

PHYSICAL REQUIREMENTS:

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. As Thousand Currents staff work in a number of locations and come together for meetings on occasion, all staff must be able to travel by car and plane to meetings at locations nationally and internationally. Availability to travel and maintenance of a valid passport is required. National or international travel represents approximately 10% of the time for this position. Thousand Currents will make 4 reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

EQUAL OPPORTUNITY:

Thousand Currents is an equal opportunity employer. As a global organization, we recognize the importance of our staff reflecting the communities our work aims to benefit. We encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color,

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marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

COMPENSATION:

This is a full-time, exempt, salaried position. The salary range is \$60,000-65,000. Exact salary will be determined based on the successful candidate's experience. Benefits include 100% employer paid health insurance premiums, partner/child coverage, a health reimbursement arrangement, sick and vacation leave, flexible holidays, and internal systems that engender a culture of mutual accountability to personal ecology, transparency, open communication, and opportunities for professional, personal, and leadership development.

While the Executive Assistant role is a remote position, there is a desire for candidates to be based in New York or Oakland. Once we are able to resume travel, the EA must have the capacity and willingness to travel 10-20% of the time.

HOW TO APPLY:

Please submit a substantive letter of interest and resume to jobs@thousandcurrents.org with "Executive Assistant" in the subject line. This position will remain open until filled.

Due to the volume of applications, we will only contact applicants that have been moved to interview rounds.