



## **Executive Assistant**

*GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch, and pride ourselves on a warm and supportive work environment. GrubStreet seeks a part-time Executive Assistant to run the Executive Director's calendar, coordinate staff and board meetings, and assist the ED with other administrative duties. We encourage POC, LGBTQ, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply.*

### **CALENDAR MANAGEMENT**

- Run the Executive Director's calendar, including scheduling meetings, sending out reminders, and working with ED to create manageable meeting schedule

### **MEETING SUPPORT**

- Schedule and support staff meetings
- Support board meetings by scheduling, preparing materials, attending, taking detailed and accurate board meeting minutes and notes, and communicating with the board

### **GENERAL ADMIN SUPPORT**

- Assist ED with meeting follow-up, communications, and other administrative duties

### **QUALIFICATIONS:**

- Enthusiasm for GrubStreet's mission and an alacritous approach to the work
- Excellent organizational and communication skills
- High level of accuracy and focus on detail
- Willingness to learn and work well within a team environment

### **Our Mission**

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet is an equal opportunity employer.

**Please email your resume and cover letter to [jobs@grubstreet.org](mailto:jobs@grubstreet.org) and please put "Executive Assistant" in the subject line.** Applications will be accepted and reviewed until the position is filled. No phone calls, please.

**Position Type:** Part-time, 15 hours per week.

**Position Level:** Entry-level, Bachelor's degree

**Position Reports to:** Executive Director

**Location:** Boston. Working remotely is optional, except for mandatory meetings. Hours may be flexible as long as there is a regular schedule with daily hours. Candidate must be willing to travel within Boston.