



Position title: Ribbon Executive Associate

Reports to: Co-Executive Directors

Employee Classification: Full-time / Exempt / Flexible Hours / 30 Hours Per Week

Salary Range: \$45 to 50,00.00 annually + Benefits based on experience.

ABOUT RIBBON

Established in 2012, Ribbon is a national nonprofit organization. Ribbon's mission is to end the racial and social disparities that rob vulnerable communities of health and wealth. We pursue this vision by operationalizing our mission to provide consultation, training, and technical assistance to health and human service organizations, networks, and individuals impacted by chronic health conditions, including HIV. We are committed to ensuring access to quality, affordable, life-saving health and essential support services to all individuals, regardless of race, sex, gender identity, sexual orientation, age, culture, or health conditions, utilizing an intersectional racial and social justice lens.

At Ribbon, we are a team of driven individuals committed to our mission and meeting the needs of our constituents. We operate in a fast-paced environment that values innovation and adaptability. Our team members are empowered to embrace change and push beyond the boundaries of what's possible in their roles. This drive for quality and impact is an essential aspect of our work culture that enables each team member to reach their full potential and contribute to our collective success.

Our expectations of all team members include working independently, in teams, and with partners while quickly adapting to unexpected work opportunities or changes. We also expect team members to lead and support work on multiple assignments within their areas of expertise. We value communication, transparency, and accountability when faced with work concerns and challenges. We welcome you to join us on this exciting journey where your ideas can shape the future and drive positive change at Ribbon.

About the Position

We are seeking an Executive Associate to ensure that administrative operations at Ribbon run efficiently. The Executive Associate works on duties related to general office administration. The Executive Associate provides excellent customer service to all persons interacting with Ribbon,

including all staff. Working with the leadership team to prioritize and manage workload, the Executive Associate provides logistics and support to all departments. The Executive Associate provides administrative support to the Co-Executive Directors. The Executive Associate also supports the Leadership Team, National Advisory Board, and other vendors or staff as assigned.

The Executive Associate (EA) should possess an excellent track record in office administration, exhibit advanced organizational skills, be a fantastic planner, and demonstrate high integrity and professionalism.

Job Responsibilities	%
<p>Front Office, Logistics, Coordination</p> <ul style="list-style-type: none"> • The EA provides excellent customer service. • Supports logistical and administrative support to departments, as required. • Provides logistical support for office and building maintenance needs as required. • Orders supplies for office and program activities. 	5
<p>Support to Co-EDs</p> <p>The EA will</p> <ul style="list-style-type: none"> • Coordinate and manage the Co-EDs schedule. • Coordinating and scheduling meetings (in-person, virtual). • Coordinating and maintaining calendars. • Proactively ensure the Co-EDs are prepared for all meetings. • Monitor and track action items and design and implement efficient filing and organizing systems. • Triaging and responding to calls and emails. • Draft high-level correspondence on behalf of Co-EDs (email or letter). • Draft casual emails and letter correspondences. • Drafting and reviewing PowerPoint presentations. • Maintain confidentiality with sensitive information and correspondence. • Drafting, edits, and reviewing documentation (some confidential). • Maintain program grants calendars to ensure reporting timelines are met. • Coordinate travel logistics for Co-EDs. • As an assigned point of contact for consultants and vendors. 	55
<p>Support CoEd’s Engagements</p> <ul style="list-style-type: none"> • Work with Co-EDs to support board engagement of the National Advisory Board, <ul style="list-style-type: none"> o record and distribute minutes, and prepare packages for meetings. • Support as needed to external and internal boards that the CoEDs are working in membership 	5

<p>Administration</p> <ul style="list-style-type: none"> • Provide support to CoEd's and Program Management leaders to ensure updates and accuracy of shared contacts, centralized files, processes, and procedures, • Verify timesheets and process payroll. • Provide program administrator to all staff meetings. • Provide program administrator support when required. • Support special projects as needed (e.g., travel, meeting planning, events, dinners). • Provide travel logistical support staff and consultants as required 	18
<p>Contracts/Finance</p> <ul style="list-style-type: none"> • With guidance and direction from Co-EDs, prepare new vendor/ consultant contracts. With guidance and direction from Co-EDs, prepare invoices, and process pre-authorized payments and credit card payments. • With guidance and direction from Co-EDs, perform monthly credit card reconciliation. 	12
<p>Other Duties</p> <ul style="list-style-type: none"> • Projects and other tasks may be assigned based on the business. Needs of the organization. • Represent the organization in meetings as needed (in-person/virtually). 	5

Minimum Requirements

- 3+ years of experience in a similar senior administrative role. An Associate's or Bachelor's Degree in Business Administration is a plus, not required.
- Knowledge of and sensitivity to diverse communities, particularly BIPOC communities, LGBTQIA+ communities, and people living with HIV.
- Advanced proficiency in Microsoft Word, PowerPoint, and Excel.
- Advanced proficiency in calendar scheduling.
- Experience in managing payments, budgets, and expenditures.
- Advanced ability to plan, schedule, and execute office-related activities and events.
- In-depth knowledge of administrative recordkeeping practices.
- Experience in handling confidential and sensitive information.
- Excellent written and verbal communication skills.
- Ability to meet deadlines within a team environment.
- Ability to work harmoniously and effectively with colleagues, providers, and vendors across the spectrum of diversity.

Ribbon is an Equal Opportunity Employer. Our policy is clear: there shall be no discrimination based on age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation. We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills, and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.