



[Moneythink](#) is a national technology nonprofit focused on reducing the financial barriers to college success. Our web tools and coaching program help students through complex and important financial decisions, enabling them to arrive at a supportive higher education institution, with the resources needed to focus on school. Founded in 2008 as a student volunteer initiative to its growth as a national organization, Moneythink has been recognized as a pioneer in the development of technology solutions, including receiving the White House Champions of Change award by President Obama. With a new CEO in place, an entrepreneurial and dedicated team, and disruptive model, Moneythink is poised and excited for ambitious growth.

The opportunity:

As Executive Assistant and Operations Coordinator, you will be a part of a fast-paced, dynamic national organization that is changing the face of college access and affordability. In whole, you will provide key support to the CEO, as well as serve point on org-wide administrative areas. You will have responsibilities across the organization with a front-row seat to the inner-workings of a technology-based nonprofit. You will have exposure to management, board, and external partners. This role requires thoughtfulness, a can-do attitude, confidentiality, and resourcefulness.

Primary responsibilities include:

- Provide support to the CEO, including coordinating his calendar, organizing internal and external meetings; as well as help coordinate the CEO's travel schedule and logistics (booking flights, hotels, conferences, engagements).
- Assist the management team in executing its regular meetings and occasional team retreats.
- Manage and execute a diverse mix of operational and finance-related tasks, including: independent contractor agreements; external expense and bill payment reports; serve as point with various financial vendor relationships; serve as point with office lease, facilities, and IT needs.
- Handle HR tasks, including employment agreements, time tracking, travel planning, etc.; serve as main point with our HR provider, Gusto.
- Provide support for quarterly Board of Directors meetings, including production of Board Packet in preparation for board meetings with CEO, and in collaboration with department Directors.

To perform successfully in this role, you will need to leverage these key qualifications:

- Associates Degree in Business or related field with at least 2 years' experience as an admin assistant and or project coordinator
- Comfortable handling basic accounting tasks and working with external vendors and stakeholders
- High EQ and empathy for others
- High degree of independence, initiative, responsibility, and capability in managing projects
- Exceptional communication skills; anticipatory combined with strong attention to detail
- Curiosity combined with high growth mindset
- Comfort using Slack and Google Apps
- Experience working in a fast-paced, bold nonprofit organization preferred



Logistics and benefits:

- **This is a part-time contractor position starting at 20-25 hours per week - with the opportunity to become a permanent Monthink employee**
- Moneythink is a national nonprofit with offices in Oakland, CA, and Chicago. The Oakland office (where this role is based) is in a co-located space that offers coffee, snacks, rooftop garden, and easy access to the 19th Street BART Station
- Flexible work environment with the option to work remotely on occasion
- \$25/hour
- Anticipated starting date is on or around February 19th
- You'll have the opportunity to work with an amazing, innovative, and fun team who are committed to doing game changing work at the intersection of college affordability, persistence, and cutting-edge technology

Want to Apply? While applications will be received on a rolling basis, **we encourage you to apply by Friday, February 8th**, for full consideration. Please send your resume to Joshua Lachs at hello@moneythink.org. *Please use **EA Resume** in the subject line.* Principals only, no phone calls, please.

*Moneythink is an **Equal Opportunity Employer** and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, gender, gender identity, gender expression, sexual orientation, age, national origin or disabilities. Culturally and racially diverse applicants encouraged to apply.*