



Job Title: Executive Assistant to the President & Founder
Type: Full Time
Reports To: President & Founder

OVERVIEW OF TENACITY:

Founded in 1999, Tenacity's mission is to improve the scholastic, character, and physical development of urban youth through a combination of academic instruction and tennis instruction/competition with a focus on life skills. Over the last ten years Tenacity has evolved from its original after-school model to become an active participant in school reform. Tenacity's programs offer a Pathway to Excellence and together serve 5500 youth annually. In 2012, Tenacity will launch an **Elementary School Program** to extend the pathway by two years, starting in 4th grade. This program will help identify "right fit" youth as we extend our reach into the city's middle and K-8 schools for Tenacity's pathway programs, introducing college success as a goal while providing academic and tennis instruction. The **Middle School Academy (MSA)** is an intensive three year program consisting of academic enrichment, homework help, study/life skills development and tennis programming. The MSA currently serves over 200 at-risk middle school students approximately 4 days/week for 3 hours/day, with program time equally split between academics and tennis. The pathway continues with the **College Prep/Alumni Program** which serves 280 high school students, graduates of the MSA providing academic support and mentorship, including a "Right-Fit" High School selection process, comprehensive college prep programming, to ensure success in high school and in post secondary education. Our College Prep/Alumni Program extends its support to youth who have enrolled in college so that they successfully complete their education. The **Summer Reading & Tennis Program** serves 5000 youth ages 6-16, providing literacy, tennis and wellness programming in July and August, preventing summer reading level loss.

Tenacity's three school-year pathway programs work in concert to engage youth and their families year-round for nine or more years of their lives; literally changing the trajectory of their futures. Over its ten+ year history, Tenacity has maintained a 95% high school graduation rate among students who have completed the MSA, with 80% going on to higher education (compared to the overall Boston Public School graduation rate of 60% with 35% going on to higher education).

Tenacity currently employs a full-time staff of 28, with more than 200 seasonal employees and 250 volunteers, including 18 AmeriCorps members. Tenacity's 2011 operating budget is over \$3 million and is expected to grow to an operating budget of \$6 million+ by 2016.

MAJOR DUTIES AND RESPONSIBILITIES

This role's sole responsibility is to provide administrative support to Tenacity's President & Founder in the execution of numerous administrative and organizational tasks.

- Maintain President's Calendar
- Create and/or customize President's PowerPoint presentations and excel spreadsheets used in high level meetings and presentations.
- Maintain President's Senior Manager Task list.
- Facilitate and maintain senior staff meetings and minutes
- Organize and maintain the President's hard copy and digital files
- Organize, compile and distribute highly confidential board meeting materials.
- Managing and handling President's incoming phone calls and incoming and out-going mail.
- Part of the team to meet and greet visitors upon their arrival to the Tenacity offices
- Letter writing
- Technical troubleshooting of President's Blackberry and other technical equipment.
- Managing special projects and/or assisting with ongoing events.
- Maintain Vacation Tracker
- Maintain Office Phone List
- Maintain Org Chart
- Maintain Office email Distribution List

QUALIFICATIONS AND EXPERIENCE

- Attention to detail is critical
- Exceptionally well organized
- Excellent skills in Microsoft Outlook, Word, Excel, Visio and PowerPoint
- Significant ability and experience with handling sensitive and private materials and communications
- Strong verbal and written communication skills
- Strong interpersonal, organizational skills
- Drivers License Necessary

To Apply: Send resume and cover letter to execasst@tenacity.org with the subject line #136 - executive assistant" in the subject line of your email.