



Executive Assistant to the Chief of Staff | Job Description

About Scratch

[Scratch](#) is a creative programming language and the world's largest online coding community for children and teens. Children around the world use Scratch and ScratchJr to create their own interactive games, stories, and animations – and share their creations with one another. In the process, they learn to think creatively, reason systematically, and work collaboratively. In 2022, more than 33+ million young people around the world created projects with Scratch.

The Scratch Foundation

Since its creation at the MIT Media Lab in 2007, Scratch use has grown dramatically and, as a result, the Scratch Foundation is currently undergoing a sea change. With more than 100 million users that have created more than a billion projects, the Scratch online coding community is growing at a rate of 13% annually. Scratch has become a trusted and beloved brand for schools and for families, in the U.S. and around the world. The unprecedented growth has shifted our priorities and we are currently undertaking a re-engineering effort to improve cost-effectiveness and child safety, and our ability to continue to scale, and we are developing a plan to diversify and grow earned revenue streams to ensure the sustainability of the organization for the future.

Position Overview

The Executive Assistant position provides critical support to the Chief of Staff. The ideal candidate can manage a wide variety of administrative and executive support-related tasks and will be able to work well both independently and in collaboration with others. The successful candidate must have strong interpersonal and time management skills and the ability to operate with discretion.

Responsibilities

- Schedule meetings with internal and external participants, order catering as needed, and conduct pre-meeting tech checks.
- Prepare pre- and post-meeting briefs.
- Manage travel arrangements.
- Support quarterly Board meetings (guest list management, catering, room reservations, tech requirements, assembling and printing the quarterly Board book, etc.).
- Process contracts, stipends, MOUS, and reimbursements for project partners.
- Process contracts and invoices for vendors/contractors.
- Conduct background research in preparation for meetings, reports, and presentations.
- Coordinate the logistics for virtual and in-person events such as symposia, workshops,

etc.

- Facilitate grant tracking and reporting.
- Prepare drafts of slide presentations, including aggregating the digital assets required for them.
- Collect mail from the Scratch Foundation's NYC mail center in Manhattan.
- Support the Chief of Staff with various administrative tasks as needed.
- Coordinate and manage special projects and other duties as assigned.

Qualifications

- Bachelor's degree in a social science
- Proficient in MS Office, Google apps, and Mac OS
- Exceptional writing, communication, and research skills
- Effective planning and time management skills
- Detail oriented, with the ability to prioritize competing tasks
- Ability to keep sensitive information discrete and confidential
- Minimum of two years experience as an executive or administrative assistant

This position pays \$55,000 - \$65,000, and is a remote position that is based in New York City. It requires occasional travel around Manhattan. To apply, please visit <https://tinyurl.com/scratchcareers>.

The Scratch Foundation is an equal opportunity employer. Scratch welcomes people of all ages, races, ethnicities, religions, abilities, sexual orientations, and gender identities. We especially encourage historically marginalized identities to apply.