



Executive Assistant

Wiki Education envisions a world in which students, scholars, scientists, archivists, librarians, and other members of academic and cultural institutions share their knowledge with the general public through Wikipedia, Wikidata, and other open collaboration projects on the web.

We are looking for an Executive Assistant (hourly pay; approx. 20 hours per week) based at our new office in Chico (start date: January 2020).

BACKGROUND

Wiki Education is a small and innovative organization that could best be described as a mix between tech-startup and nonprofit. With 20% of new content contributors on the English Wikipedia coming through our programs, we reach millions of people with our work each day.

Started in 2014, the organization has been based in San Francisco until this year. Due to the COVID-19 pandemic, we recently closed our office in the Bay Area and moved to Chico. In January 2021, we will officially open our new headquarters in the historic Waterland-Breslauer building in the heart of downtown Chico. While most of our staff will continue working remotely from different parts of the U.S., we will slowly build capacity – mostly in operations and revenue-generation – in Chico.

We are a successful, well-run organization with a friendly, collegial, and highly collaborative work culture. With a team of seven, we create mind-boggling impact, and we need someone who ensures that operations are running smoothly.

JOB DESCRIPTION

As Executive Assistant, you will provide executive level support and to help with everything that's needed to ensure the smooth day-to-day operation of our organization. Your responsibilities include providing general administrative support to our employees, supporting our ED and the board, helping the Advancement Team with payment processing, record-keeping, liaising with external contractors, ordering and shipping supplies and equipment to our remote staff, and organizing activities like all-staff and board meetings.

If you're a warm and welcoming person who likes to contribute to a positive organizational culture by making the office a fun and welcoming place to work, this job is for you. Whether you're in graduate school or half retired, we offer a position in an organization filled with people who deeply care about making the world a better place.

JOB DUTIES

- Work closely and effectively with the ED to keep him well informed of upcoming commitments and responsibilities
- Proactively manage the ED's calendar with the ability to schedule and prioritize meetings, resolve schedule conflicts, and stay several steps ahead to maintain efficiency; act as a "gatekeeper" and protect the ED's schedule if needed
- Record keeping and data entry: work closely with our San Francisco-based financial providers to keep our books clean and up to date; ensure that invoices, receipts, contracts, and all other documents are filed correctly; help with preparing our annual audit
- Support the Advancement Team as a point of contact for everything related to payment processing: submitting invoices, tracking payments, following up with customers, etc.
- Support the ED with coordinating work on the monthly report to the board and the annual plan & budget
- Support our board of trustees by organizing phone and Zoom board meetings over the course of the year; schedule meetings for the different board committees (e.g. the quarterly Finance Committee meeting)
- Arrange travel logistics for board, all-staff and team meetings (once travel restrictions due to the COVID-19 pandemic get lifted)
- Ensure that everybody on staff has the right equipment, tools, and supplies at hand in order to do an effective job
- Act as the main point of contact for outside contractors; manage all our business accounts (phone, internet, etc.)
- Assist on special projects as needed

REQUIRED SKILLS

- Service oriented and with a predisposition to be helpful, thoughtful, considerate, and cooperative
- Attention to details and an affinity for numbers and structured information

- Proactive attitude: you recognize a need and start tackling the issue before someone highlights it to you
- High integrity and discretion
- Excellent communications skills
- Highly organized and able to prioritize the right tasks
- Warm and welcoming attitude that makes people around you comfortable
- A creative mind with an ability to suggest improvements

OTHER SKILLS THAT WOULD BE NICE TO HAVE

- German language skills: basic or conversational

ABOUT WIKI EDUCATION

Since 2014, Wiki Education, a California-based 501(c)(3) nonprofit, has supported instructors at more than 500 universities who have used Wikipedia as a teaching tool. These efforts have resulted in more new content than was in the last print edition of *Encyclopædia Britannica*. New editors recruited through Wiki Education account for nearly 20% of new contributors to the English Wikipedia.

Since 2018, Wiki Education has been training scholars and scientists from a diverse range of institutions in contributing their subject-matter expertise to high-profile Wikipedia pages that reach millions of readers. It collaborates with institutions like the National Archives and the Smithsonian, as well as with a range of academic associations on projects aimed at better informing the general public.

Before building Wiki Education from the ground up, our ED Frank Schulenburg served on the Executive Team of the Wikimedia Foundation (the organization that operates Wikipedia) and spearheaded a number of global initiatives aimed at improving the encyclopedia's coverage and content quality.

WORKPLACE AND COMPENSATION

This is an hourly position without benefits. The pay scale for this job is \$20-\$25 per hour, based on experience. We currently estimate the weekly workload to be approximately 20 hours.

Workplace will be our new office on the fourth floor of 341 Broadway in Chico (due to COVID-19, adjustments might be necessary until conditions improve).

As an equal opportunity employer, Wiki Education values having a diverse workforce and continuously strives to maintain an inclusive and equitable workplace. We encourage people with a diverse range of backgrounds to apply. We do not discriminate

against any person based upon their religion, ethnicity, age, national origin, immigration status, ancestry, physical or mental abilities, medical condition, genetic information, marital status, military and veteran status, and sex, gender, gender identity, gender expression, or sexual orientation, or any other legally protected characteristics.

TO APPLY

Candidates must submit a cover letter describing how they meet the required qualifications and why they are interested in this role. Applications that do not include a cover letter will not be considered. Please email your C.V. and cover letter to jobs@wikiedu.org and include "Executive Assistant" in the subject line.

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