



**Job Title:** CEO/COO Assistant

**Type of Contract:** Full-time

**Department/Team:** Reports to CEO/COO

**Job Location:** Nairobi, Kenya

**Start Date:** April/May 2019

#### About Moringa School

- Moringa School is transforming higher education in Africa, starting with software development. In our current program, we transform ambitious amateurs to coding professionals.
- We are a premier advanced immersive program, training exceptional full-stack and mobile Software Engineers. Moringa School is currently expanding rapidly into other courses and geographies across Africa and are looking for top talent to accelerate our growth.
- Moringa School was named one of the 'Top 10 Most Innovative Companies' in 2018 by Fast Company.

#### Our Mission

- Moringa School's mission is twofold:
  - To empower people &
  - To transform education through rapid-iteration teaching.

#### Our Culture

- Employees enjoy a fun, collegial startup environment
- You will be surrounded by talented, friendly, brilliant, & mission-driven professionals who work hard to provide the best student experience of its kind in the world.
- We are committed to employee health & wellness- we truly believe that you need to take care of yourself first.
- We understand the value in remote working & support it as needed.

#### Why We Are Hiring For This Role

Reporting directly to the CEO and COO, the Executive Assistant to the President/CEO provides executive, administrative, and development support to the President and Board of Directors, as well as the Senior Leadership Team (SLT) and HR. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the President. The Executive Assistant serves as a liaison to the Board of Directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.



## Responsibilities

### **Executive Support**

1. Assists the CEO and COO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.
2. Communicates with the general staff on the CEO and COO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with the management team.
3. Drafts communicates on behalf of the President/CEO with Board members, investors, donors, and others on matters related to initiatives as directed.
4. Conducts research on prospective partners to identify and evaluate current needs and assembles materials needed for the proposals.
5. Drafts reports, letters of solicitation, proposals; prepares and coordinates oral and written communication with donors and prospects.

### **Board Support and Liaison**

1. Serves as the CEO's administrative liaison to the Board of Directors and manages Board activities, which include coordinating monthly Board meetings;
2. Coordinates Executive, Finance, and Audit Committee meetings, maintain confidential files and contact information; coordinates meetings, conferences, and committees both on and off site to support the CEO's agenda.
3. Maintains Board documents (could be on Sirdar)

### **Management Liaison**

1. Participates as an adjunct member of the leadership team including assisting in scheduling, attending meetings. Represents the CEO/COO in designated meetings as required.
2. Assists in coordinating the agenda of senior management team meetings. Prepares an account of the meetings and designates and follows up on assigned action items.

## Key Competencies

1. Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and external partners.
2. Proficiency in Windows, including MS Word, EXCEL and PowerPoint; fund-raising data management systems knowledge helpful.



3. Ability to learn new software such as Doodle polls and Sirdar.
4. Ability to conduct research and present data in a succinct and well-written manner.
5. Ability to work independently and with professional discretion.
6. Excellent writing, editing, grammatical, organizational, and research skills.
7. Ability to work with a broad range of people including major donors, Board members, investors, colleagues of the CEO/COO and staff, and others.
8. Knowledge of other languages and international customs is an asset
9. Excellent management, time-management, and problem-solving skills.

#### Values Alignment: The Moringa Way

- Embrace **collaboration** (working together to complete a task or achieve a goal)
- Be **bold** (being daring and courageous)
- Have **humility** (acting without pride or arrogance)
- Celebrate **accountability** (taking responsibility for your actions and their outcomes)
- Have a **growth mindset** (believing that you and those around you have the potential to improve through intentional practice and feedback from others)
- Be **fun loving** (enjoying life in a lively, lighthearted way)

#### Career Growth & Development

We do not believe that an organization can grow without the growth & development of its staff. At Moringa, we are consistently building systems to invest in the growth of our employees. We are deeply invested in offering career growth within Moringa, provide actionable feedback through “weekly check-ins” & thorough career reviews.

We will work together with you to craft roles that both support the needs of the organization and that you can be passionate about.

#### How can you apply?

- You will need to email the following to Recruitment at [joinus@moringaschool.com](mailto:joinus@moringaschool.com)
  - Your CV
  - Subject Line: Application “Role name” (Your full name)