



Role Description Executive Assistant

Overview

Role Title	Executive Assistant
Number of openings	1-3
Role Level	5-7+ years of experience in similar roles
Type	Full time
Location	Based in New Delhi (<i>Non-Negotiable</i>). The role might entail significant travel across Delhi and India.
Gross compensation	<i>Pay will match Indian non-profit norms and similar organizations, discussed in our last selection round.</i>
Desired start date	ASAP; <i>Serious candidates are encouraged to apply right away</i>
Process to apply	Please fill out the Google form mentioned below https://forms.gle/16wbnxCEm6uNX2JD6

About Labhya

Labhya is an India-based nonprofit that enables children from vulnerable backgrounds with the necessary skills to cope with poverty & become effective learners through **Social-Emotional Learning (SEL)**. Labhya is a globally recognised non-profit supported by organizations like Harvard University, Nudge, DRK Foundation, The Commonwealth, UNICEF, and UNDP among other organizations.

Labhya is a dynamic and agile organization that partners with Indian State Governments to co-create and ensure the implementation of SEL programs at scale. We are one of India's fastest-growing nonprofits dedicated to co-create programs that will impact **30 million vulnerable children by 2030**.

Currently, Labhya has partnered with various state governments to co-create and implement wellbeing programs that impact **2.4 Million children** across **22,000+ government schools** in India.



We expect the following from you for this role:

As an Executive Assistant, you will play an important role in optimising the operations of the executive team at Labhya and will be responsible for providing a range of administrative and strategic support for the day-to-day needs of the Leadership Team. You will:

- **Liaison & Communication:** Serve as the primary point of contact between the founders and internal/external stakeholders, ensuring clear, timely, and effective communication.
- **Meeting & Call Management:** Attend all calls and meetings with the founders, both internal and external, ensuring active participation and documentation of key takeaways.
- **Documentation & Action Items:** Capture comprehensive meeting minutes and action points, then distribute to relevant stakeholders for follow-up.
- **Scheduling & Time Management:** Organize, prioritize, and manage the founders' dynamic schedules, ensuring smooth coordination of meetings and engagements.
- **Written & Verbal Communication:** Draft sensitive and confidential written communications for various stakeholders as directed by the founders, maintaining professionalism and discretion.
- **Cross-Department Coordination:** Collaborate with department heads to ensure timely execution of tasks and collection of work reports as requested by the founders.
- **Issue Resolution & Escalation:** Monitor ongoing projects and escalate relevant issues or concerns promptly, ensuring minimal disruptions.
- **Event & Meeting Coordination:** Manage agendas, minutes, and follow-ups for all meetings, events, and strategic conversations involving the founders.
- **Research & Presentation Support:** Conduct research, synthesize findings, and prepare insightful documentation and presentations to support the founders in high-stakes meetings, conferences, and public appearances.
- **Project Tracking:** Keep track of the progress of new initiatives and ongoing projects, ensuring timely updates and adjustments.
- **Travel & Logistics Management:** Coordinate travel arrangements for the founders, including flights, accommodations, itineraries, and event logistics, ensuring a seamless and hassle-free travel experience.

Non-Negotiables

- Proficient in Shorthand: Skilled in using shorthand for fast and accurate note-taking.
- Typing speed of ~130 words per minute
- Comfortable with calls at US timings
- High-Speed Internet connection
- Ability to handle sensitive information with discretion.



- Proactive problem-solving skills and attention to detail.
- High level of adaptability and ability to thrive in a fast-paced environment.
- Strong organizational and time-management skills.
- Excellent written and verbal communication.

Current Team

Our team consists of a diverse group of professionals, educators, SEL experts, and entrepreneurs from renowned institutions such as Harvard University, Massachusetts Institute of Technology (MIT), Azim Premji University, Delhi University, Ernst & Young, and KPMG.

At Labhya, we cultivate an environment for learning, growth and excellence, and teamwork and collaboration are non-negotiable. If you're passionate about building a movement that will enable millions of children to become healthy, lifelong learners through systems-level change, this is the place for you. Change the world by working alongside inspiring leaders.

We are looking for proximate leaders to build with us! Join the global movement!

Further, Labhya's values are:

- An agile and supportive team that is driven by a problem-solving attitude
- Focusing on the wellbeing of children and trusting their potential
- Working processes that enable efficiency, constant growth and innovation
- SEL Programs that are driven by proximity and expertise
- Creating systemic and sustainable change in public education systems through partnership