



## Brink Literacy Project Assistant to the CEO

### DETAILS

- **Opportunity:** Brink is looking for a rockstar assistant eager to help strategize and implement organization-wide goals alongside Brink's CEO, Dani Hedlund. This role is particularly well-suited for a creative and organized self-starter looking to work closely with an executive.
- **Type:** Part-Time (20-hr) contract role with opportunities for growth
- **Compensation:** \$1,600 - \$2,000 monthly
- **Location:** Fully-remote position in the U.S. with preference for Mountain Time Zone
  - We are an asynchronous team working in US/CA and UK time zones.
  - Role is expected to provide their own laptop/computer with access to reliable internet
- **Deadline:** Priority application deadline is February 12, 2025.

### ABOUT BRINK

#### Vision:

Brink believes in a world in which every person has the passion, purpose, and power to write a bright future for themselves and their communities.

#### Mission:

Brink Literacy Project works to use storytelling as a powerful tool to change the lives of people living on the brink. With a holistic approach to healing, we simultaneously tackle the personal and external barriers that hold our community back. By helping people rewrite negative personal narratives, find their passions and purpose, and connect to one another, Brink strives for a world where all people—regardless of background—have the drive and resilience to thrive.

#### Our Unique Approach:

Harnessing the power of stories, our programming seeks to tackle the internal and external barriers our students face through three stages.

1. **Intervention:** Engaging with students at pivotal turning points, we create holistic learning spaces to tackle personal barriers with mental health, mindfulness, and purpose-finding tools.

2. Transformation: Through the act of telling their stories, students strengthen resilience and self worth, build future pathways, and gain essential education and career skills needed to achieve their goals.
3. Empowerment: Channeling their transformation outward, students learn to advocate for themselves and their communities, sharing their experiences to heal and inspire those around them

## ABOUT OUR LARGEST PROGRAMS

### Frames Comic Program

Started in 2017, Brink runs this innovative educational program in prisons in the US. Using comics as a way to court low-literacy and reluctant readers, we help students distill a single turning point in their lives into a short graphic memoir. This process works to tackle personal trauma, increase self-sufficiency, and help students gain the tools they need to get out and stay out of prison. We also now work with reintegration organizations to bring this work to formerly incarcerated adults as part of a reintegration support system. We also work closely with teenagers and young adults in order to disrupt the school-to-prison pipeline and decrease rates of youth recidivism.

### *F(r)iction*

At the heart of all of our programming, we publish *F(r)iction*, an art and literature anthology that seeks to inspire readers to think differently. Printing bestselling authors alongside brand-new talent, we use this platform to elevate marginalized voices, increase critical thinking, and spark a love of literature. Enjoyed by thousands of readers across the globe, this collection is also the primary teaching tool in all our education programs!

### *F(r)iction in the Classroom*

In partnership with high school and university professors, we work to engage students with diverse, contemporary stories using *F(r)iction* as a mentor text. These courses allow students to read and write about a wide range of topics—from heart-crushing memoirs to wild sci-fi comics—each aiming to engage reluctant readers, increase critical thinking and empathy, and spark a lifelong love of reading. Through this course, students come to understand their passion, purpose, and power, and how these key concepts can combine with their strengths to create a future of their own choosing.

### Publishing Internships

If you love storytelling and want to pursue it professionally, you'll know just how hard it is to get your foot in the door. That's why we work to create a bridge between learning about the humanities and actually working in the industry. Our remote, intensive, fifteen-week program gives emerging publishing professionals the experience, knowledge, connections, and passion to pursue their dreams.

### The Literary Tarot



A tarot deck unlocking the secrets of classic literature—we delve into the libraries of history, unearthing secrets of the cosmos through the wisdom of our favorite classic stories, all while engaging people with literary classics and encouraging community connection and dialogue through the intersection of tarot, art, and reading. An all-star team of beloved authors—including **Margaret Atwood, Stephen Fry, Roxane Gay, Patrick Rothfuss, and Celeste Ng**—paired literary works with each card in the tarot, unlocking the secrets of the arcana through the world’s most powerful stories.

## ABOUT THE ROLE

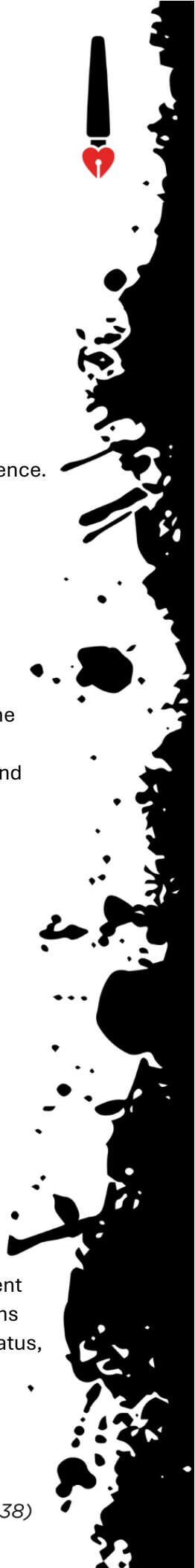
### Role Mission:

The Assistant to the CEO will provide highly organized support to Brink’s CEO and Founder, Dani Hedlund, and serve as a key communicator between (1) Brink’s executives and internal staff and (2) Brink and external partners. This role will focus on deeply understanding Brink’s organization goals and assisting Dani in prioritizing her time and energy towards the greatest impact.

### Goals and Ownership:

At Brink, we are committed to creating roles for our staff that balance (1) your passion, (2) your talents, and (3) Brink’s needs and goals as an organization. After 6 months in the role, you will meet with your line manager to discuss the balance of this role in these three areas and how you might grow and develop. The following is provided as a description of the role you will start in:

1. **Schedule Management:** Proactively prioritize and manage the CEO’s calendar to assist the CEO in focusing her time and energy on the highest-level meetings and tasks
  - a. Coordinate meeting times and locations
  - b. Make appointments
  - c. Provide consistent follow-up and reminders
  - d. Protect the CEO’s time blocked for deep work time and personal time
2. **Administrative Assistance:**
  - a. Draft and edit communications on the CEO’s behalf
  - b. Provide timely research briefs on key contacts and opportunities
  - c. Take notes in meetings and provide follow-up communications
  - d. Project manage quarterly staff update calls including drafting presentations
  - e. Identify opportunities to reduce “bottlenecks” around executive work
3. **Elevation and Outreach Support:**
  - a. Interface with authors, agents, policymakers, funders, and community leaders to aid in elevating student stories
  - b. Support outreach efforts for creation of curriculum and literary products
  - c. Assist the Chief of Staff in vetting and coordinating media opportunities that directly involve the CEO

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4. **Travel Planning:** Assist the CEO in planning her annual travel calendar from both a macro (organizational goals) and micro (logistics) level
    - a. Draft annual calendar and regularly revise with Dani
    - b. Research speaking and program expansion opportunities
    - c. Complete event registrations
    - d. Scheduling flights, reserving accommodations, and booking meal reservations
    - e. Submit documentation and receipts to the Financial Team

## PREFERRED SKILLS

Brink is not a degree-based employer. We hire based on skills and ethos, not traditional experience. With that said, competitive candidates for this position will possess the following skills:

1. 2+ years of executive assisting
2. Deep knowledge of the publishing industry and/or nonprofit education sector
3. Excellent research skills
4. Excellent organizational and time management skills
5. Excellent written and verbal communication skills
6. Strong attention to detail and accuracy
7. Ability to prioritize tasks, meet deadlines, and proactively communicate project timeline changes
8. Proficiency in Microsoft Office Suite, Asana (or other project management software), and Calendly (or other calendar management software).

## INTERVIEW PROCESS

**Step 1: Informational Interview.** Learn more about the role and elaborate on your experience (30 minutes)

**Step 2: Interview.** Interview with Brink CEO (30 minutes)

**Step 3: Final Interview.** Interview with Brink Chief of Staff (30 minutes)

**Step 4: Reference Checks**

Candidates who receive an offer will undergo a background check.

## DIVERSITY, EQUITY & INCLUSION

Brink's mission centers on inclusion, empathy, and humility. Thus, both the working environment and the materials we teach are centered on championing and embracing diversity in all its forms including, though not limited to: race, ethnicity, gender, sexual orientation, socio-economic status, religion, and disability. We do not expect all our staff to personally identify with the diverse

community we serve, but a deep respect for differences and a commitment to approaching difficult topics with humility and respect is essential to our work.

Working with marginalized communities requires an enormous amount of empathy and diverse perspectives. Thus, someone who is not only comfortable but excited to engage with these populations is essential to any role with Brink.

## HOW TO APPLY

Please submit your résumé, contact details for two references, and written responses to the following questions:

- What is most compelling to you about Brink's approach? (250 words max)
- Why do you feel you'll be successful in this role? (400 words max)
- What is your superpower? You may be good at many things, but what are you truly *great* at? (200 words max)
- Describe your experience supporting an executive directly and/or working alongside leaders at the executive level. How did you ensure successful communication? (200 words max)
- What experience do you have with project management? Provide a successful example. (200 words max)

Please submit your application on our [Submittable](#).

