



JOB DESCRIPTION

Job Title	Executive Assistant
Department	Administration
Reports To	Chief Executive Officer

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

The Executive Assistant assists and relieves the CEO of administrative type functions to increase efficiency and time the CEO has available for executive level responsibilities. They will coordinate, oversee, and perform a wide variety of administrative and organization-wide support activities.

Essential Job Functions

- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Contributes to the CEO's employee communication and recognition goals by ensuring meetings and events are planned on the calendar.
- Tracks and responds to incoming calls, taking messages or responding to routine inquiries.
- Reviews the CEO's e-mail and paper mail to determine priorities requiring the executive's immediate attention.
- Manages receipts and expense reports for the CEO monthly.
- Develops and maintains an organized filing system of paper and electronic documents.
- Takes accurate and relevant notes for the CEO and other leaders in key meetings as needed.
- Provides Board of Directors support such as meeting scheduling, location arrangements (technology, food, beverage, meeting supplies etc.), document management, dissemination meeting materials, and interfacing with Board of Director support staff as needed.
- Creates ideas for, leads or assists with special projects as required.
- Represents the CEO in all situations in a caring, professional, articulate, helpful manner.
- Prepares PowerPoint presentations, Excel spreadsheets, and Word documents professionally and at a high level of skill. Investigates and proposes new ideas for better/increased use of technology within role.
- Supports the CEO's needs within the donor database (Raiser's Edge).

Education and Experience – An equivalent combination of education, training and experience will be considered.

- Bachelor's degree in a business-related field, and certification in various software programs preferred.
- 5+ years of relevant experience required. 2+ years of supporting a top executive.
- Proven experience and expertise in working within a dynamic environment involving many types and levels of people, as position will interact with staff, volunteers, donors, families, Board of Directors.

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those



commonly associated with this position.

- Ability to multitask, and pivot at a moment's notice when an urgent need arises.
- Excellent time management skills with an ability to stay focused and completing tasks
- Well-developed organizational skills with an ability to juggle many tasks and process large quantities of information.
- Attention to detail.
- Results- oriented and meets deadlines. Remains flexible as demands change.
- Effective and professional communication, writing and grammar skills, paying great attention to detail.
- Highly proficient with Microsoft Office tools as well as Outlook. Must become proficient in use of Zoom, Microsoft Teams, and WebEx within first 90 days of employment.
- Ability and interest in learning new systems and using them to their best advantage in support of the executive.
- Compassionate and caring individual, aligned to mission and core values.
- High level of interpersonal skills, with a customer service mindset.
- Uncompromising integrity and commitment to confidentiality.
- Willingness to be flexible and assist wherever necessary.
- Puts the team first, acting as a helpful and involved teammate
- Must have a proactive mindset, willing to take on responsibility and work independently
- Must have capability to learn the executive's style, priorities, flexibility, etc. and adapt work accordingly.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Exposed to moderate noise levels
- Frequent interruptions, ability to multitask key.
- Regular and predictable attendance is required.
- Must be available to work irregular hours, shifts, weekends, holidays as needed

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Light sedentary office work. Frequently required to sit.
- Must be willing and able to travel between necessary locations using personal vehicle or alternative when needed.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel; talk or hear.
- Must be physically capable of carrying 35 lbs.