

POSITION TITLE: Executive Assistant to the CEO

DEPARTMENT: Executive

STATUS: Non-Exempt

SALARY: \$60,000 - \$72,000 annually, dependent upon experience

POSITION SUMMARY:

The Executive Assistant to the CEO reports directly to the Chief Executive Officer (CEO) and provides high-level administrative support in a one on-one working relationship. The Executive Assistant serves as a liaison to the board of commissioners and oversees special projects. The ideal individual will enjoy working within an environment that is mission-driven, results-driven, and community oriented. Must have the ability to exercise good judgment in a variety of situations, strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The Executive Assistant will have the ability to work independently on projects and must be able to work in a fast-paced, deadline-driven environment to handle a wide variety of activities and confidential matters with discretion. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and emotional maturity. This is a full-time, fully-benefitted, onsite position that will require accessibility and responsiveness outside normal business hours.

ESSENTIAL FUNCTIONS:

1. Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar; preparing various reports; composing and preparing correspondence; preparing agendas and documents for meetings; setting up meeting rooms; taking notes; and following up on delegated tasks.
2. Communicates directly, and on behalf of the CEO, with board members, staff and others. Ensures the CEO's schedule is followed and respected. Acts as a gatekeeper for direct access to the CEO's time.
3. Acts as a bridge for smooth communication between the CEO's office and internal departments. Provides a welcoming environment for guests utilizing excellent customer service skills.
4. Compiles, assembles, and distributes all board meeting materials and agendas as necessary including advance distribution of materials to board members.
5. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
6. Researches, prioritizes, and follows-up on incoming issues and concerns addressed to the CEO, including those of a sensitive nature. Determines appropriate course of action, referral, or response.
7. Takes the lead on strategic initiatives and special projects, as directed by the CEO.
8. Manages the executive shared folders ensuring reports, data, and information is saved promptly, accessibly, efficiently, and in an organized fashion.
9. Provide assistance as needed to cover front desk operations including answering phones, accepting packages and other deliveries, and greeting and signing in visitors/guests.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Four (4) year college degree, or equivalent experience and professional certification.
2. Minimum of three years of administrative assistant experience, preferably to a top-level executive.
3. Expert level proficiency with Microsoft Office, internet, social media platforms, and Adobe Acrobat.
4. Strong verbal and written communication skills; ability to adapt to various professional settings.
5. Exceptional organizational and time management skills and impeccable attention to detail.
6. High degree of professionalism in dealing with diverse groups of people, including board members, senior executives, staff, residents, community leaders, clients, funders and potential partners.
7. Ability to manage time effectively and complete a high volume of tasks and projects with little or no guidance.
8. Ability to react with appropriate levels of urgency to situations and events that require quick response time.
9. Ability to maintain a high level of integrity and discretion in handling confidential information.
10. Ability to read, write, speak and understand English well; bilingual (English/Spanish) candidates preferred.
11. Ability to be relied upon to be available for work, including outside of normal business hours as needed.