
Job Title	Executive Assistant
Department	Corporate
Reports to	Office Manager
Effective Date	02/03/2022

Position Summary

The Executive Assistant will provide high-level administrative support to the Office and other senior staff.

Principal Duties and Responsibilities*

- Provide calendar management for senior leadership. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements, ensure that senior leadership is prepared and on time for all internal and external appointments.
- Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes, prepare meeting reports. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a wide variety of administrative tasks that facilitate the CEO's and COO's ability to effectively lead the organization, including but not limited to: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; taking notes and preparing meeting reports for internal and external meetings; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated.
- Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed.
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects, and other documents in support of objectives for the organization.
- Provide event management support as requested.
- Provide hospitality to all guests and help to create a welcoming environment.
- Invest in building long-lasting relationships both externally and internally.
- Oversee filing of contracts, agreements, and other legal documents.
- Other projects/duties as assigned for the overall benefit of the organization.
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Required Skills or Abilities*

- Excellent verbal and written communication skills.
 - Excellent organizational skills and attention to detail.
 - Excellent time management skills with a proven ability to meet deadlines.
 - Extensive knowledge of office administration, clerical procedures, and record-keeping systems
 - Able to type a minimum of fifty words per minute.
 - Extremely Proficient with Microsoft Office Suite or related software with the ability to learn new or updated software.
 - High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.
 - Make appropriate, informed decisions regarding priorities and available time.
 - Ability to complete a high volume of tasks and projects with little or no guidance.
 - Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
 - Able to maintain a high level of integrity and discretion in handling confidential information.
 - Excellent judgment is essential.
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Required Knowledge, Experience, or Licensure/Registration

- High School Diploma required.
 - Bachelor's Degree in Business Administration or related field preferred
 - At least 3 years of related experience require
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