



EXECUTIVE ASSISTANT TO LEAD STAFF

Job Description

Drafted February 2016

Objective: Reporting directly to the Executive Director (ED) and the Lead Staff provides executive support in a one-on-one working relationship. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Supervision: The Executive Assistant reports to the Executive Director.

Hours/Compensation: 24-28 hours per week

Duties:

- Completes a broad variety of administrative tasks for the ED including:
 - managing an extremely active calendar of appointments
 - completing expense reports
 - composing and preparing correspondence that sometimes confidential
 - preparing reports by collecting and analyzing information
 - arranging travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Conserves ED's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Communicates directly with Board members, donors, staff, and residents on-behalf of ED.
- Provides support to other Lead Staff to ensure their time is used most effectively
- Maintains and ensures operation of equipment
- Keeps ED well informed of upcoming commitments and responsibilities, following up appropriately.
- Distributes materials before meetings in electronic/paper format.
- Participates as an adjunct member of the Leadership Team assisting with all meetings
- Completes a variety of projects for the Lead Staff

Executive Assistant Skills and Qualifications:

- Writing & Reporting Skills, Supply Management, Scheduling, Organization, Time Management, Presentation Skills, Equipment Maintenance, Travel Logistics, Verbal Communication
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Keynote, Word Press, Adobe Acrobat, and Social Media web platforms.