

AN ACHIEVABLE DREAM, INC.

JOB DESCRIPTION

JOB TITLE: EXECUTIVE ASSISTANT TO PRESIDENT/CEO

REPORTS TO: PRESIDENT/CEO

DATE: APRIL 2018

JOB DESCRIPTION SUMMARY: (PURPOSE AND SCOPE)

The Executive Assistant provides high-level support for executive management including heavy calendar management and successful coordination of business meetings, board meetings and conferences. Under the direct supervision of the President/CEO this position provides administrative support for the President, and Administrative/Corporate Offices. In addition to composing, editing and proofreading correspondence and reports and working on special projects, this individual also serves as secretary to all boards of directors taking minutes and transcribing meetings. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload with little or no supervision.

EXPECTATION FOR ALL EMPLOYEES:

Supports the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect personalization, commitment to our community, and accountability and ownership.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains the highest level of confidentiality.
- Manages the President/CEO's schedule, including handling meeting requests, scheduling appointments and ensuring a manageable workload. May also perform research prior to meetings, providing background information on the person, the company or the issue.
- Exercises administrative judgement; assuming responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of service within the functional area.
- Act as a liaison with other departments and outside agencies, including high-level staff such as CEO'S, Presidents, and Senior Vice Presidents. Handles confidential and non-routine information and explains policies when necessary.
- Schedules and organizes complex activities such as meetings, travel, and organizational activities for administrators, directors and supervisors. May be required to transcribe notes from the executives, type letters and general correspondence, proof documents and prepare reports.

- Produces visual presentations, handbooks, charts, manuals, flyers, invitations, and agendas for the President using PowerPoint, Word and Excel.
- Works independently and within a team on special recurring or nonrecurring and ongoing projects. Acts as project manager for special projects, at the request of the President, which may include: planning and coordinating multiple presentations, disseminating information, and coordinating direct mailing.
- Establishes, develops, maintains and updates filing system for the President and the organization. Retrieves information from files when needed.
- Opens mail for the President. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.
- Operates personal computer to type and design general correspondence, memos from verbal direction or from staff and other meetings; prepare, transcribe, compose, edit and distribute agendas and/or minutes of meetings. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Maintains President/CEO's contacts and files.
- Provide support on An Achievable Dream database (Raiser's Edge) to maintain data records and extract information
- Provide administrative support for the organization by answering telephones, assisting visitors; taking telephone messages or fields/answers all routine and non-routine questions and follows up when necessary. Must be able to lend a sympathetic ear and support for constituents including donors, parents/guardians of students, while maintaining the integrity of the program.
- Provides supports to other departments as needed.

EDUCATION AND EXPERIENCE REQUIRED:

- A High School Diploma or GED required.
- Business school, Associate's degree or equivalent is a plus.
- 5-6 years of related experience.

QUALIFICATION:

- Work requires a good knowledge of business and an excellent command of the English language.
- Must have knowledge of office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally acquired through 1+ years related experience.

- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software, preferably Microsoft Excel, Word, Power Point and Outlook.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

LICENSES/CERTIFICATIONS:

- None required

WORKING CONDITIONS:

- Work is normally performed in a typical interior/office work environment.

PHYSICAL EFFORT:

- Very limited physical effort required.

ENVIRONMENTAL CONDITIONS:

- Very limited exposure to physical risk.