



## Executive Assistant

### Job Description

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### Position Title: Executive Assistant

**Reports To:** President & CEO

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### Position Summary

The Executive Assistant plays a pivotal role in supporting the President & CEO and senior leadership team by providing high-level administrative and operational assistance. This position requires exceptional organizational skills, discretion, and the ability to manage multiple priorities in a dynamic, mission-driven environment. The Executive Assistant serves as a key liaison among internal staff, external stakeholders, board members, and community partners, ensuring smooth communication and efficient execution of strategic initiatives.

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### Key Responsibilities

To perform this role successfully, an individual must be able to carry out the following duties effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Manage complex calendars, schedule meetings, and coordinate domestic travel.
- Draft, proofread, and edit correspondence, reports, presentations, and other executive-level documents.
- Maintain confidential records and organize sensitive information with discretion.
- Serve as a point of contact for internal and external communications.
- Assist in planning and executing board meetings, organizational events, and special projects.
- Support initiatives related to fundraising, partnership development, and supplier diversity.
- Monitor deadlines and follow up on action items to ensure timely completion.
- Represent the organization with professionalism and integrity in all interactions.



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## Core Competencies

- **Communication:** Demonstrates strong verbal and written communication skills; actively listens and conveys information clearly and effectively.
- **Customer Service:** Provides courteous, responsive service; handles sensitive situations with empathy and professionalism.
- **Dependability:** Takes ownership of responsibilities; meets deadlines and follows through on commitments.
- **Planning & Organization:** Prioritizes tasks effectively; adapts to changing needs and manages time efficiently.
- **Quality Focus:** Strives for excellence; continuously seeks ways to improve processes and outcomes.
- **Technology Proficiency:** Utilizes technology to enhance productivity; adapts quickly to new tools and platforms.
- **Mission Driven:** Demonstrates understanding and passion for the organization's mission and objectives.

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## Qualifications

- **Minimum Education & Experience:**  
Associate degree or equivalent from a two-year college or technical school; or a minimum of five years of relevant administrative experience. A combination of education and experience will be considered.
- **Language Skills:**  
Ability to read and interpret documents such as instructions and memos. Capable of writing clear correspondence and presenting information effectively in small group settings.
- **Mathematical Skills:**  
Basic arithmetic skills including addition, subtraction, multiplication, and division.
- **Reasoning Ability:**  
Applies common sense to carry out instructions and solve problems involving concrete variables in standardized situations.
- **Technical Skills:**  
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual collaboration tools (e.g., Zoom, Teams).



## Additional Information

- **Supervisory Responsibilities:** None.
- **Work Environment:** Office-based with occasional off-site meetings and events. Reasonable accommodations will be made for individuals with disabilities.
- **Physical Demands:** Regularly required to sit, stand, walk, use hands, reach, and communicate. Occasionally required to lift or move up to 15 pounds.