

## **Executive Assistant to the Executive Director/CEO**

### **Position Summary:**

Reporting directly to the Executive Director/CEO, the Executive Assistant to the Executive Director/CEO provides executive, administrative, and development support to the Executive Director and the Deputy Executive Director. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters including those of a confidential nature pertaining to the Executive Director. The Executive Assistant organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant is the administrator of the Authority's websites, maintaining relevant content.

### **Essential/Primary Responsibilities:**

#### **Executive Support**

1. Assists the Executive Director with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; composing and preparing correspondence; arranging agendas and compiling documents for meetings.
2. Communicates with the general staff on the Executive Director's behalf and coordinates logistics with high-level meetings both internally and externally.
3. Coordinates meetings and strategic activities with the Executive Team.
4. Communicates directly and on behalf of the Executive Director with members of the public, government officials and other constituents.
5. Supports Executive Director in his/her external commitments, including service on external boards, committees and other groups.
6. Act as an office manager by keeping up with office supply inventory
7. Format information for internal and external communication – memos, emails, presentations, reports.
8. Take minutes during meetings and transcribes meeting minutes.
9. Screen and direct phone calls and distribute correspondence.

#### **Board Support and Liaison**

10. Serves as the Executive Director's administrative liaison to the Board of Directors distributing Board meeting materials.
11. Maintains Board portal.

#### **Management Liaison**

12. Participates as an adjunct member of the Executive Team including assisting in scheduling, attending meetings. Represents the Executive Director in designated meetings as required.
13. Assists in coordinating the agenda of executive management team meetings. Prepares minutes of the meetings and designates and follows up on assigned action items.

## **Website Coordinator**

14. Works as an administrator of the Authority's websites, managing content, publishing content, maintaining continuity of themes, designing layout, streamlining navigation and increasing online presence to potential customers.

### **Secondary Responsibilities:**

- Performs other duties as assigned.
- Provides assistance as needed to front desk operations to include but is not limited to, answering phones, accepting package and other deliveries, lunchtime relief, and greeting and signing in visitors/guests.

### **Accountabilities**

- Position reports to the Executive Director and works directly with the Deputy Executive Director.
- Works directly with senior level staff internally and externally.

### **Experience & Education:**

- Bachelor's degree or equivalent experience with social sciences background and an interest in national and global issues.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Five to ten years providing support for upper-level management in a related organization.

### **Skills & Abilities:**

- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Previous experience working with development and fundraising programs to increase donor contributions and funding sources.
- Proficiency in Windows, including MS Word, EXCEL and PowerPoint.
- Ability to learn new software such as Doodle polls and Director's Desk board portal.
- Ability to conduct research and present data in a succinct and well-written manner.
- Ability to work independently and with professional discretion.
- Excellent writing, editing, grammatical, organizational, and research skills.
- Ability to work with a broad range of people including the public, government officials, Board members, colleagues of the Executive Director and staff, and others.
- Highly computer literate and knowledge of HTML.
- Proficiency with popular content management systems.
- Experience with social media management.
- Excellent management, time-management, and problem-solving skills.