

Job Title:	Executive Assistant	Department/Loc:	Administration
FLSA Classification:	Non-Exempt, Full Time	Date Drafted:	October 20, 2023
Reports To:	Executive Director		
Salary Range	Starting salary is \$45,000 and up for highly experienced or qualified candidates.		

Position Summary

The Executive Assistant is a quick study with the ability to learn the organization’s mission and strategy and how to support execution through assigned duties. They are a skilled “air traffic controller”, serving as the right-hand person to the Executive Director and have a deep understanding of how to prioritize appointments and unplanned events that require attention and may arise throughout the day. They will utilize tools such as Calendly or similar schedule management tools to manage the EDs schedule, while being aware, considerate, and accommodating of the agency leadership team and organization wide priorities. They will plan, foresee and avert problems consistent with the EDs strategic and tactical priorities.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Executive administrative support: 40%

- Handle routine correspondence and manage the ED’s day-to-day schedule.
- Manage ED calendar, including setting up a Calendly system (or similar system) and following up with people via email with reminders of meetings and appointments, managing scheduling changes, etc
- Respond to phone calls on ED’s behalf, especially if ED is in a meeting or unavailable to return the call promptly; be able to conduct calls with high level officials, news media, Board members, donors, and direct calls to appropriate staff as needed (i.e. if media the call should go first to the Director of Mission Advancement and from there to ED)
- Respond to emails on ED’s behalf. Initially collaborate with ED on these. As familiarity with subjects develops, handle routinely engaging ED as needed.
- Draft, review and send communications on ED’s behalf to Board members, staff, and donors; *For donors—Do this in partnership with Director of Mission Advancement and MA team*

Board support: 30%

- Oversee, organize and update all Board materials, including annual creation and distribution of Board orientation books, bimonthly meeting materials and presentations, signature pages, and any additional documents; keep online Board document system updated and accessible to current board members
- Keep a past board member distribution list and draft communication to past board members as directed
- Support Board committees with scheduling, emailing information packets in advance of meetings (primarily monthly exec and bimonthly finance and board mtgs), and reminders about dates, engagement opportunities, etc.
- Manage bimonthly Board and monthly all staff meeting preparation, including room set up, food orders, and creation of agendas (in partnership with ED and the leadership team, as appropriate)

All staff communication, driving culture and advancing agency objectives: 30%

- Create and manage an annual calendar of agency wide initiatives, regular meetings, events and core reporting and compliance deadlines. This tool would be used by the leadership team and the Board, and some portions would be utilized by all staff.
- Establish and maintain a weekly agency-wide calendar that is accessible electronically.
- Create and serve as editor and publisher of a weekly all staff newsletter to promote internal communication, inform and engage staff and facilitate teamwork and a collaborative culture
- Oversee and facilitate planning and execution for staff events, including quarterly staff gatherings and annual staff retreats.
- Serve as the staff liaison for the staff “Sunshine Committee” working group

Position Responsibilities - Non-Essential

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- Attend job related meetings
- Provide backup administrative support to other functional areas of the organization when needed to include Executive Director, Board of Directors, Finance, and Programs
- Other duties as assigned

Essential Skills and Experience

- Bachelor’s degree or associate’s degree with equivalent professional experience
- At least 2 years of project management experience
- Proficiency with Microsoft Suite (Word, PowerPoint, Excel), Wordpress, and graphic software, such as Adobe Creative Suite or Canva
- Excellent verbal and written communication skills with demonstrated ability to effectively communicate mission, vision and values
- Demonstrated skill with time management, planning, organization, and follow-up.

- Well-developed interpersonal and communication skills and willingness to communicate with a wide variety of individuals - from individual donors and volunteers to Board of Directors and program participants.
- Flexibility and willingness to take on additional duties/responsibilities.
- Ability to shift priorities in a fast-paced environment.
- Ability to work independently and as a member of a team
- Strong ethical standards; ability to create trust and integrity with co-workers, donors and community.
- Ability to multitask (able to navigate numerous applications and decipher information while holding a detailed conversation).
- Attention to detail and accuracy

Beneficial Skills and Experience

- Previous executive support experience
- Proficient in scheduling software, such as Calendly
- Proficient in online newsletter and design tools, such as Canva and Constant Contact
- Experience with basic finance functions, including budgeting and reporting

Mental & Physical Demands- ADA Guidelines				
Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed

