

Executive Assistant

The Executive Assistant is responsible for providing the Executive Director and other management staff with organization, scheduling, and administrative support.

Primary Responsibilities:

- Communicate with constituents on behalf of the Executive Director, including: filtering emails; preparing written communications; and responding to phone calls and voice mail messages.
- Plan, track, and execute the Executive Director's travel plans including making all arrangements, preparing itineraries, planning meetings with constituents, and filing appropriate visit reports in database.
- Provide calendar management, meeting management and logistics, coordination of conferencing and training.
- Prepare and coordinate the approval of the minutes of various committee meetings and International Council meetings and conference calls.
- Assist in the processing of expenses and expense reimbursements which may include review, audit, and submission.
- Exercise autonomy and independent judgment to support the needs of the management staff through data collection, project implementation, and resource coordination.
- Plan conference calls, webinars, and other meetings on behalf of the management staff.
- Responsible for relationship management and stewardship of high level volunteers, key staff members, and International Council officers.
- Maintain high standard of confidentiality.

Supervisory Responsibilities: None.

Job-Status: Part-time, non-exempt, hourly.

Reports to: Executive Director

Qualifications:

- High School Diploma required; Bachelor's Degree and/ or equivalent combination of education and experience preferred.
- Three to five years relevant experience as an Executive Assistant preferred.
- Self-motivated, confident, optimistic, detail-oriented, and professional individual.
- Goal and team oriented, able to work closely with people at all levels and cross-functionally, and possess the ability to work with minimal supervision.
- Resourceful and actively seeks opportunities to gain detailed knowledge of organization's operations, organizational procedures, and personnel.
- Demonstrate time management skills to plan, manage and coordinate activities.
- Able to adapt to changing business needs and shift priorities as required.
- Well organized and able to work and make sound decisions under pressure and within tight deadlines.
- Possess high energy and positive attitude.
- Excellent oral and written communication skills.
- High level of proficiency and comfort using MS Word, Excel and Outlook with ability to quickly learn and apply new software knowledge.
- Must possess a valid driver's license and be able to lift and carry items up to 35 lbs.