

## EXECUTIVE ASSISTANT to the EXECUTIVE DIRECTOR

<b>Job Title:</b>	Executive Assistant	<b>FLSA Status:</b>	Full-Time 40 hrs/wk
<b>Department:</b>	Business Services	<b>Reports To:</b>	Executive Director

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### Summary

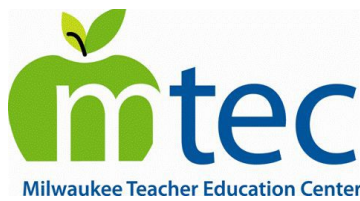
Reporting directly to the Executive Director (ED) of the Milwaukee Teacher Education Center (MTEC), the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Executive Director. The Executive Assistant also serves as a liaison to the board of directors and senior management team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, while maintaining confidentiality, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### Essential Duties and Responsibilities

*This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.*

### Executive Support

- Completes a broad variety of administrative tasks for the Executive Director including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; supporting/arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the Executive Director's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Executive Director's time and office.
- Communicates directly, and on behalf of the Executive Director, with Board members, donors, Foundation staff, and others, on matters related to Executive Director's programmatic initiatives. Serves as backup receptionist as required.



- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Executive Director's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the ED to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the ED updated.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the ED, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the ED's ability to effectively lead the company. Organizes and maintains files (print and electronic).
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

### **Board Support and Liaison**

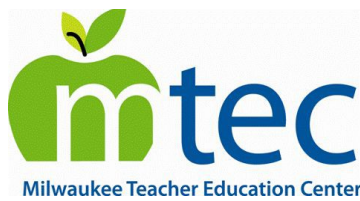
- Serves as the Executive Director's administrative liaison to the MTEC Board of Directors
- Assists board members with arrangements and meal planning as needed
- Maintains discretion and confidentiality in relationships with all board members
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

### **Senior Management Liaison**

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings, as requested
- Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings
- Facilitates cross-divisional coordination of travel and outreach plans Communications, Partnerships, and Outreach
- Ensures that the Executive Director's bio is kept updated and responds to requests for materials regarding the ED and the organization in general
- Edits and completes first drafts for written communications to external stakeholders

### **Strategic Initiatives**

- Works in coordinating the Executive Director's outreach activities with the SI Team
- Follows up on contacts made by the ED and supports the cultivation of ongoing relationships
- Edits all, and/or creates acknowledgement letters from the ED to donors



## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Expert level written and verbal communications skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

## **Education and/or Experience**

Associate's degree required, Bachelor's degree preferred

Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization

Experience and interest in internal and external communications, partnership development, and fundraising

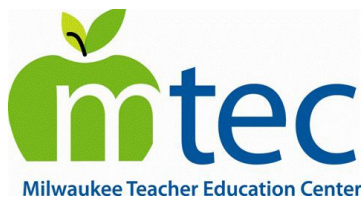
Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms.

## **Salary + Benefits**

Commensurate with candidate's education and experience. Excellent benefit package that includes medical, dental, vision, life, 403 (b) and more.

## **How to Apply**

**No phone calls please. Please submit cover letter and resume with Executive Assistant in the subject line to Dr. Laci Coppins Robbins, Executive Director at [hr@mteconline.org](mailto:hr@mteconline.org) by Friday, September 15, 2017 at noon.**

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization. Bilingual preferred, not required.

**Mathematical Skills**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to deal with problems involving a few concrete variables in standardized situations.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***MTEC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at MTEC are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin or sex, age, physical, mental or sensory disability or sexual orientation. MTEC will not tolerate discrimination or harassment based on any of these characteristics. MTEC encourages applicants of all ages.***