

Executive Assistant Job Description

Assists with the administrative functions of the department. Performs varied tasks to support management requiring considerable judgement in problem solving and extensive knowledge of departmental and institutional policies and procedures. Continually works to ensure the smooth operation and workflow of the department. Handles time sensitive and confidential information.

Must be able to work flexible hours, weekends may be included

Primary Responsibilities:

- Prepare and proofread correspondence, reports, forms and memos
- Maintain calendars for Executive Director, scheduling meetings and maximizing use of their time to their best advantage
- Book all travel including flights, hotels and ground transportation.
- Must be able to travel with Executive Director as requested
- Attend meetings, workshops, training, fundraiser or other events
- Coordinate and prepare documents needed for meetings
- Recording, transcription and distribution of meeting minutes as requested
- Screen telephone calls and emails for the Executive Director. Must be able to follow up and respond or proactively delegating to the proper party.
- Maintaining files
- Ordering of department supplies
- Development of creative fundraising events
- Planning and execution of events
- Corporate Engagement Events, must also be able to serve as liaison and facilitator of these events
- Create and market fundraising events online through social media platforms
- Will be able to handle special projects and provide support, as needed.

Key Job Requirements:

Education:

- An individual with training or certification as Administrative Assistant or the equivalent of an Associate degree or 2 years of college is preferred.

- The individual considered should have 2 to 3 years prior experience in a similar position.

Skills/Abilities:

- Maintain a poised attitude under pressure with the flexibility to adapt to changing priorities in a deadline driven environment
- Must be detail-oriented
- Must possess strong planning and organizational skills
- Exceptional interpersonal and time management skills
- Excellent written and verbal communication skills
- Self-starter with strong sense of ownership and involvement is critical.
- Maintain a high degree of confidentiality at all times
- Proficiency in Microsoft Office, particularly Word, Excel, PowerPoint and Outlook
Proficiency in grammar, spelling, punctuation

*Resume and cover letter must be submitted to pettawaypursuit@verizon.net