

Executive Assistant

Provide sophisticated calendar management for Executive Director. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.

Act as a liaison and provide support to the Executive Director. Arrange and handle all logistics for meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of the Executive Director.

Complete a wide variety of administrative tasks that facilitate the Executive Director ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

Serve as the primary point of contact for internal and external constituencies on the Executive Director's matters. Prioritize and determine an appropriate course of action, referral, or response, exercising judgment to reflect Executive Director style and organization policy.

Work closely with the Executive Director to keep her/him well informed of upcoming commitments and responsibilities, following up appropriately. Anticipate Executive Director needs in advance of meetings, conferences, etc.

Maintain open communications with the team, including meeting regularly with their operations and technology coordinator and providing information and documents as needed.

Coordinate all staff meetings and retreats and assist with staff meetings and events as needed.

Manage all aspects of the organization's office services. Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as the organization grows. Assist in selecting vendors and purchasing equipment, services, and supplies necessary for an organization's operation.

Manage information systems operations, including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning. Provide leadership to all levels of the organization to meet their current and future information needs. Supervise IT, consultants. Prepare budget recommendations.

Replenish office materials such as snacks, printer supplies, paper, office supplies, etc.

Provide event management support as requested.

Provide hospitality to all guests and help to create a welcoming environment.

Answer the main phone line and respond to inquiries.

Invest in building long-lasting relationships both externally and internally.

Manage petty cash reimbursements and reconciliation.

Other duties as assigned by the Executive Director

Skills:

Associates or bachelor's degree

Knowledgeable Microsoft Applications and online platforms such as zoom, constant contact and surveys' and polls

Good interpersonal, verbal and written communication skills

Community Action or non-profit experience a plus.