

## Executive Assistant

### Job Description:

The Executive Assistant's responsibility is to support our senior managers in a timely and professional manner. 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.

### Responsibilities:

- Coordinate and manage daily calendars
- Plan appointments and events
- Act as the primary point of contact between executives and employees/clients
- Manage phone calls and emails
- Make travel arrangements and travel plans
- Prepare documents for travel-related meetings
- Research and follow up on issues and concerns addressed to executives including those of a sensitive or confidential nature
- Keep executives well informed of upcoming commitments and responsibilities
- Compose, draft, edit and prepare correspondence such as letters, emails, etc.
- Follow up on contacts made and support the cultivation of ongoing relationships
- Consistently follow up on assignments, projects and requested appointments
- Back up phone lines
- Handle personal matters as needed

### Qualifications and Requirements:

- Bachelor's degree
- 3+ years of experience supporting C-Level Executives
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Experience doing outreach on behalf of executive/management teams



- Ability to multi-task in a fast-paced environment
- Strong interpersonal skills and the ability to build relationships with staff, external partners and donors
- Superior written and verbal communication skills
- The ability to be effective independently
- Proven ability to handle confidential information with discretion
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Experience in internal and external communications, partnership development, & fundraising
- Proficient in Microsoft Suite and Social Media
- Have initiative in suggesting and completing new and ongoing projects

