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JOB DESCRIPTION

POSITION: Executive Assistant to CEO
DEPARTMENT: Administration
LOCATION: 115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO: CEO
SALARY: \$60,000 annually
SCHEDULE: 10:00 am – 6:00 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.

JOB SUMMARY: The Executive Assistant to the CEO provides a variety of executive level and confidential administrative responsibilities which include: internal and external communications, human resources support, incident review processing, scheduling for CEO and other office duties. This position interacts professionally with board members, staff, donors, general public and constituents. Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint).

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Excellent writing, editing and verbal communications skills, as well as excellent interpersonal, organizational, administrative and research skills. Advanced familiarity with Microsoft Office Suite (Word, Excel, Power Point).
- Proven ability to interact and communicate effectively with a diverse group of colleagues, Board members, funders, public officials and members of the public. Demonstrated ability to set and execute priorities, function well under pressure and work both independently and as part of a team.
- Associate's Degree (minimum). Preference will be given for experience in fundraising, campaign work (including political campaigns) and nonprofit organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist CEO with management of relationships with Board of Directors and Division/Program Directors. Coordinate preparation for meetings and calls. Prepare and edit briefing memos, attend meetings as needed, and implement and track post-meeting follow-up activities.
- Coordinate CEO's schedule, setting up and confirming all meetings and calls, both external and internal. Manage and maintain appointment calendar and meeting schedule in consultation with CEO.
- Monitor and prompt staff with the submission of monthly, quarterly and annual reports.
- Assist with credit card, petty cash and other account reconciliation process.
- Track priority projects and initiatives, ensure completion of deadline work and assist staff in resolving issues.
- Draft and prepare internal and external communications, including letters, agendas and presentation materials.
- Prepare reports, spreadsheets, Power Point presentations and other materials, as assigned.
- Manage/participate in special projects as assigned by CEO.
- Participate in Incident review process.
- Provide administrative support to the CEO, e.g., screen incoming telephone calls, manage/direct incoming correspondence, compose/prepare correspondence, copy/transmit documents, and order supplies.
- Other duties as assigned.

EOE

HOW TO APPLY:

Please read the specialty opportunities listed below and submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Executive Assistant" to careers@smelny.org. No phone calls, please.