



Executive Administrative Assistant to Senior Vice President Position Description

Summary of Position:

The Executive Administrative Assistant provides direct administrative support to the Senior Vice President.

Principal Duties and Responsibilities:

- Manage the daily calendar of the Sr. VP by scheduling internal and external meetings, appointments, travel, and special events. Independently resolve scheduling conflicts, prioritize requests, and confirm meeting details and expectations for the Sr. VP.
- Assist with logistics related to preparation for, implementation of, and follow-up to quarterly board committee and board meetings. This includes assisting with the production, assembly, and distribution of meeting materials.
- Organize high-level meetings with constituencies, as required, and disseminate corresponding meeting materials, as needed.
- Research and/or compile briefing materials, as needed, for meetings to ensure the Sr. VP is fully prepared for scheduled appointments, presentations, discussions, etc., including researching and gathering critical information, creating presentations, preparing briefings, developing and proposing agenda items, and conducting necessary follow-ups. Assure that materials are accessible in a timely manner and kept confidential.
- Obtain a thorough understanding of our internal database (iPhi) to maintain data, compile and/or produce reports, and provide information as requested by the Sr. VP.
- Develop draft communications on behalf of the Sr. VP.
- Create a welcoming environment for guests, including greeting visitors in the office and at special events.
- Provide secondary administrative support to the Community Impact team.
- Provide back-up to the front desk reception and other departments as needed.

Qualifications for Success:

- Successful experience in an administrative support position with at least three years' experience supporting a senior level position.
- Exceptional computer skills, with demonstrated proficiency in MS Office Suite (Word, Excel, PowerPoint, Access, and Outlook) and experience with querying relational databases.
- Ability to lead as an action-oriented, big-picture thinker, yet also able to manage details with a high degree of efficacy, flexibility, and professionalism.
- Cultural competence and diplomacy, comfort with ambiguity, and the ability to thrive in dynamic, hard-working environments.
- Highly organized, shows initiative demonstrated by the ability to anticipate and think forward.
- Ability to communicate effectively, both verbally and in writing, with continuous attention to detail in composing, typing, and proofing materials.
- Exceptional customer service and organizational skills, with the ability to handle sensitive and confidential information appropriately.
- Ability to work successfully with diverse individuals with a variety of work and communication styles, both internally and externally, developing and maintaining positive interpersonal relationships.
- Event, meeting, and travel planning skills.

Working Conditions:

- General office setting, with work at a personal computer for extended periods of time.
- Moderate level of lifting, pushing, and bending to support meeting preparations (i.e. set up chairs and tables, carry refreshments, move furniture, and perform room clean-up).

Classification: Non-Exempt Full-time, 37.5 hours per week