

Executive Assistant

Position Summary

The Executive Assistant serves as the primary point of contact and support for internal and external constituencies on all matters pertaining to the Executive Director and Board of Directors, which supports the Executive Team.

Team Statement:

The Executive Assistant supports the Executive Team, which has the following areas of responsibility:

1. Maintain fully staffed, highly qualified, diverse board
2. Support and review the Executive Director
3. Ensure fiscal responsibility
4. Lead the organization in strategic planning

The Executive Assistant's work focuses primarily in area 2.

Primary Duties & Responsibilities:

Executive

- Provide administrative support to the Executive Director including: detail calendar management, mail and email processing, meeting invitation coordination, travel coordination
- Coordinate and attend requested meetings, including attendee management, materials preparation, room setup, note-taking, and follow up on action items
- Communicate directly, and on behalf of the Executive Director, with Board members, partners, and others, on matters related to Executive Director initiatives
- Research, prioritize, and follow up on the incoming issues and concerns addressed to the Executive Director. Recommend appropriate course of action, referral, or response
- Provide a bridge for smooth communication between the Executive Director and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff
- Work closely and effectively with the Executive Director to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately
- Successfully complete responsibilities with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Executive Director's ability to effectively lead PCO.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures
- Conduct special projects as assigned, which could include research, writing, and editing.

Board Support and Liaison

- Serve Board and Committee Liaison with high-level administrative tasks including: meeting agenda preparation, logistics, scheduling, and reporting; maintain board records, correspondence and activities
- Assist Board Secretary with Board minutes
- Ensure Committee and Board follow up and communication on all open issues
- Work with committee chairs on meeting schedules and priorities for the coming year
- Maintain and update PCO Advisory Board Manual annually

- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters
- Coordinate the Annual Report

Senior Management Liaison

- Participate as an adjunct member of the Leadership Team including: assist with agenda preparation, attend meetings and take notes
- Assists in coordinating Leadership Team travel, off-site meetings, and all-staff meetings

Financial

- Prepare Executive Director expense reports (including credit cards) with appropriate documentation
- Work with Staff Accountant on available budgeted funds as needed for travel preparation

Additional

- Any other task relevant to these duties or the mission of the organization as assigned by Executive Director

Job Requirements:

- Position
 - Associate Degree
 - 2 years experience as an executive assistant, administrative support, customer service role; or equivalent combination of education and experience
 - Demonstrate critical thinking by analyzing information and providing effective solutions
 - Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
 - Able to follow instruction as well as take initiative
 - Communicate effectively with diverse audience (internal and external)
 - Willingness to make decisions using sound and accurate judgment, while including appropriate people in decision-making process
 - Highly competent use or knowledge of databases, computer networks and internet
 - Highest level of discretion in the management of confidential information
 - Excellent planning and organizational skills
 - Experience with non-profit boards, preferred
- General
 - Analytical problem solving ability
 - Ability to manage multiple priorities and perform within deadlines
 - Excellent communication, writing and interpersonal skills
 - Able to work with minimal supervision while understanding the necessity for communicating and coordinating work efforts with others. Must be able to develop workplan and perform in a team environment.
 - Computer proficiency: word processing, spreadsheets, internet research, databases
 - Performs work with utmost honesty and integrity. Criminal background check is required.
 - Understands and appreciates importance of extraordinary customer service
 - Dedicated to PCO's mission

- United States citizen or legally approved to be employed in this position in the United States

Class: Full time, non-exempt

Reports to: Executive Director

Physical requirements / Working Conditions:

- Climate controlled office environment
- Minimal physical requirements other than occasional light lifting
- Minimal travel required