



Job Description

JOB TITLE: Executive Assistant

DATE WRITTEN: February 2019

FUNCTIONAL AREA: Administration

DATE APPROVED: February 2019

REPORTS TO: Chief Executive Officer

PREPARED BY: Structure for Success

GRADE: Exempt

JOB SUMMARY:

Provides executive support in a one-on-one relationship and serves as the primary point of contact for internal and external communication on all matters pertaining to the CEO.

MAJOR FUNCTIONS:

- Maintains official corporation records including Board of Directors materials
- Receives incoming/outgoing correspondence and distributes appropriately
- Manages the CEO's phone calls and emails
- Responds promptly to CEO's queries
- Facilitates internal communication
- Reviews and recommends changes to company policies
- Acts as a point of contact between executives and employees / clients / vendors
- Completes a broad variety of administrative tasks for the CEO including:
 - manages an extremely active calendar of appointments
 - completes expense reports
 - composes and prepares correspondence that is sometimes confidential
 - arranges complex and detailed travel plans, itineraries, and agendas
 - and compiles documents for travel-related meetings
- Plans, coordinates and ensures the CEO's schedule is followed and respected
- Acts as the "gatekeeper" for the CEO
- Communicates directly, and on behalf of the CEO, with Board members, donors, Phoenix Indian Center staff, and others, on matters related to CEO's initiatives
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response on such inquiries
- Provides a bridge for smooth communication between the CEO's office and internal departments

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- Demonstrates leadership to maintain credibility, trust and support with the senior management staff
- Works closely and effectively with the CEO to keep her well informed of upcoming commitments and responsibilities
- Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Serves as the CEO's administrative liaison to Phoenix Indian Center's Board of Directors
- Maintains discretion and confidentiality in relationships with all board members
- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings
- Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings
- Facilitates cross-divisional coordination of travel and outreach plans
- Ensures that the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the organization in general
- Edits and completes first drafts for written communications
- Works with the CEO in coordinating her outreach activities
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships
- Edits all, and creates acknowledgement letters from the CEO to donors
- Special projects as directed

MINIMUM QUALIFICATIONS:

- A combination of experience and education equivalent to five to ten years supporting C-Level Executives, preferably in a non-profit organization
- Ability to proof read and prepare accurate records and reports as needed
- Exceptional verbal and written communication skills
- Demonstrated ability to communicate effectively with staff, customers and affiliated providers
- Demonstrated ability to manage multiple tasks with strong attention to detail
- Demonstrated ability to use computer programs and general office equipment
- Ability to communicate ideas, findings, and recommendations effectively
- Knowledge of the social, educational, cultural and economic development needs of urban American Indians
- State of Arizona Department of Public Safety Fingerprint Clearance Card or ability to apply successfully

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- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with application and resume.