



JOB DESCRIPTION

JOB TITLE: Executive Assistant

DATE REVISED: October 2024

FUNCTIONAL AREA: Administration

DATE APPROVED: October 2024

REPORTS TO: Chief Executive Officer

PREPARED BY: CEO

GRADE: Full Time - Exempt

SALARY: \$50,000 - \$55,000

JOB SUMMARY:

Provides comprehensive executive support for a busy CEO with local and national presence. Serves as the primary point of contact for internal and external communication on all matters pertaining to the CEO. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions with a high level of professionalism and confidentiality. Additionally, the Executive Assistant will support the Board of Directors and PIC Executive Team, including the Development service area data entry, reports and the Silver & Turquoise Ball administrative tasks, the organization's major fall fundraiser.

MAJOR FUNCTIONS:

- Manages the CEO's calendar, phone calls and emails by completing a broad variety of administrative tasks for the CEO including:
 - manages an extremely active calendar of appointments ensuring the schedule is followed and respected by others
 - completes expense reports
 - composes and prepares correspondence that is sometimes confidential
 - arranges complex and detailed travel plans, itineraries, and agendas
 - keeps CEO well informed of upcoming commitments and responsibilities
 - compiles documents for travel-related meetings
 - Works with the CEO in coordinating outreach activities
- Responds promptly to CEO's queries
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting or editing acknowledgement letters to donors, personal correspondence and other tasks that facilitate the CEO's ability to effectively lead the company
- Receives incoming/outgoing correspondence for the CEO and prepares responses accordingly
- 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 and regularly updates the CEO
- Provides a bridge for smooth communication between the CEO's office and organization service areas
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships
- Acts as the "gatekeeper" for the CEO and is the primary point of contact between executives and employees / clients / vendors / Board of Directors
- Provides a bridge for smooth communication between the CEO's office and organization service areas

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- Demonstrates leadership to maintain credibility, trust and support with the senior management staff
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Maintains official corporation records including Board of Directors materials
- Maintains discretion and confidentiality in relationships with all board members
- Attends executive team meetings as requested to take notes, provide scheduling and assist in other tasks.
- Assists in coordinating the logistics of management team meetings, off-site meetings, and all team meetings as necessary
- Responds to requests for materials regarding the CEO and the organization in general
- Assists in organizational special projects as directed to include Silver & Turquoise Ball, the organizations major fall fundraiser
- Supports the Development team with data entry into fundraising software as needed

MINIMUM QUALIFICATIONS:

- A bachelor's degree in Business Administration and/or related field or a combination of experience and education equivalent to five to eight years supporting C-Level Executives, preferably in a non-profit organization
- Ability to proofread and prepare accurate records and reports as needed
- Exceptional verbal and written communication skills
- Demonstrated ability to communicate effectively with staff, customers and community
- 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
- 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 a full application packet. A full application packet consists of letter of application, resume and supplemental information form.

All staff requirement(s):

- Must have at time of hire or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card *within 90 days of employment*
- Must have dependable transportation, valid driver's license if operating a vehicle and must have automobile insurance coverage in compliance with the organization's requirements
- Must be available to work evenings and weekends

SUBMIT CURRENT APPLICATION PACKET TO INCLUDE:

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Note: a complete Application Packet includes (1) cover letter, (2) resume (3) supplemental information form (access this form at www.phxindcenter.org website)

Via Email: info@phxindcenter.org

Mail Service:

PHOENIX INDIAN CENTER, INC. - Personnel

4041 North Central Avenue, Building B | Phoenix, Arizona 85012

PH: 602-264-6768 | FAX: 602-237-6953

www.phxindcenter.org Click on Contact Us

NOTE: Supplemental Information Form can be found at www.phxindcenter.org/employment/