



Executive Assistant

Job description

POSITION PURPOSE

This position plays an important role within the organization, and holds multiple responsibilities, including but not limited to; providing executive-level support to the CEO and managing projects from beginning to end. The ideal candidate is accustomed to working in a high-volume, fast paced, challenging work environment; is resilient, flexible, self-motivated, pays exceptional attention to detail, and is able to handle unexpected situations, and change.

PRIMARY RESPONSIBILITIES INCLUDE:

- Provide administrative support to the CEO, to include the oversight of special projects, researching topics, and necessary internal and external communications.
- Responsible for heavy calendar management, requiring interaction with both internal and external constituents across all levels, to coordinate a variety of complex executive meetings.
- Assist in the management of schedules and handle calls from both internal and external sources.
- Coordinate travel scheduling and lodging arrangements.
- Prepare and initiate correspondence to include letters, memos, forms, policies and procedures.
- Support the work of the Board of Directors by assisting in preparation of meeting materials, managing day-to-day business activity for the Board, facilitating meetings and conference calls; manage logistics for Board of Directors meetings.
- Assist in the development of support program initiatives, and provide the management of such
- Demonstrate knowledge of, and support of The Foundation's mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Other Functions

- Perform other related duties as required, and develop and execute special projects as assigned.

This position reports to:

The Foundation for Hispanic Education Chief Executive Officer

REQUIRED ABILITIES AND QUALIFICATIONS:

The Executive Assistant is expected to reflect the mission and organizational values of The Foundation.

The core competencies required for this position include the following: organization, coordination, planning, proactivity, team work, persuasion, transparency, enthusiasm and approachability.

ABILITY TO:

- Communicate and interact on behalf of the organization with officials at all levels of government and to work effectively with a wide range of constituencies in a diverse community.
- Establish and maintain effective community and work relations through excellent communication, interpersonal skills and a strong customer service mentality
- Interface well with all departments of the organization, and represent The Foundation in a highly professional manner
- Apply good judgment in recognizing the scope of authority as delegated
- Deal with a wide variety of personalities and situations using tact, diplomacy and good judgment
- Maintain the security and confidentiality of specified records and information
- Effectively multi-task in a fast-paced environment with frequent interruptions
- Ability to meet established deadlines, and anticipate and resolve problems effectively
- Learn, interpret and successfully apply assigned unit's policies, procedures, rules and regulations
- Analyze situations and make decisions on procedural matters without immediate supervision
- Understand and independently complete complex oral and written instructions
- Accurately proofread written and typed materials
- Take and accurately transcribe dictation and texts of meetings

QUALIFICATIONS:

Required educational level, experience/knowledge, and skills

- Bachelor's Degree is required
- Minimum of 3 years of work experience supporting C level executives, ideally in an entrepreneurial, start-up, educational environment, and/or high growth organization
- Understanding of public charter school education preferred
- Highly proficient in administrative functions: Proper office methods and practices, filing systems, business correspondence, receptionist techniques, report writing and telephone techniques
- Excellent organization, time management and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work independently and plan, organize and prioritize assigned workload
- Thorough understanding of how to manage a busy executive
- Calm and nimble team-player under challenging conditions and schedules, maintaining a pleasant disposition at all times
- Basic school district functions, policies, rules and regulations
- Work requires willingness to work a flexible schedule and travel occasionally.
- Strong command of word processing ; exemplary spelling, grammar skills, and demonstrated ability to write clearly and persuasively
- Proficient with Microsoft Office Suite (Word/Excel/PowerPoint/Outlook/Internet Explorer)
- Advanced applications in Google Docs, website maintenance, and Internet research; willingness to learn new software



Executive Assistant

Job Type: Full-time

Salary: \$61,000.00 - \$79,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Vision insurance

Schedule:

- 8 hour shift
- Weekend availability

Work Location: One location