



LONG CENTER - JOB DESCRIPTION

Job Title: Executive Assistant
Reports To: President & CEO
FLSA Status: Non-Exempt, Full Time
Department: Executive Office

Summary: Responsible for the day-to-day administration of projects for the President & CEO. This position will interact with Long Center Departments, Long Center Staff and Board members as required. The position also supports the coordination and activities of the Board of Trustees, Committees and Task Force of the Board as necessary. Requires reliable transportation to perform duties of the position.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Facilitates interaction and coordinates support for the Board of Trustees, Committees and Task Forces of the Board including but not limited to sending meeting notices, providing meeting/event coordination and support, maintaining rosters & maintaining contacts sheets, transcribing minutes/notes as required, producing President's PowerPoint Report, producing handbooks and other related tasks as necessary
- Coordinates President & CEO's schedule and makes appointments and provides other duties as required including greeting scheduled visitors and conducts to appropriate area or person.
- Directs dissemination of President's internal/external correspondence, documents and organizational mail.
- Composes correspondence, responds to emails or faxes as necessary on behalf of the President & CEO.
- Creates drafts of presentations, narratives, letters and other texts.
- Reviews, proofreads and suggest edits for all materials requiring input from the Office of the President.
- Maintains confidential information.
- Maintains and coordinates tracking of organizations Business Plan and Strategic Plan and compiles progress reports for Staff, Committees of the Board and Board of Trustees.
- Meeting prep and catering coordination as required for Staff, Board, Donor or other meetings.
- Conducts donor and board prospect research.
- Compiles and creates statistical reports as required.
- Responsible for overseeing the ordering of office supplies and equipment.
- Organizes and maintains corporation file systems including correspondence and other records.
- Provides general administrative support.



Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Written Communication:** strong writing and presentation-building skills are top priorities. The EA must be able to write clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information; creates presentation in a variety of formats
- **High-Level Professionalism:** As the contact person for our Board of Trustees, major donors and partners, the Executive Assistant must convey professionalism and personal accountability at all times. This includes the ability to protect sensitive information and keep confidentiality.
- **Customer Service:** manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Oral Communication:** speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings
- **Ethics:** treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- **Attendance/Punctuality:** is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- **Quality:** demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Dependability:** works independently and meets deadlines; a self-starter that can anticipate needs and problem solve when needed

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** Bachelor's degree (B. A.) from four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience
- **Computer Skills:** To perform this job successfully, an individual should have knowledge Microsoft Office including Excel (highly proficient), Word (highly proficient), PowerPoint (highly proficient), Outlook , and internet
- **Transportation:** Reliable transportation required to perform duties of position.



Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate
- Needs to be available on some nights and weekends

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision
- While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear
- The employee is frequently required to stand; walk and sit