



GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

POSITION DESCRIPTION

POSITION TITLE: Executive Assistant
STATUS: Non-Exempt
DEPARTMENT: Administration

CHARACTERISTICS OF THE JOB:

The Executive Assistant provides a wide range of administrative and executive support, working independently with minimal supervision, to support the President and CEO and the Vice President of Finance. Interacts with staff at all levels, members of the Board of Directors, volunteers and other agency stakeholders in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality. Assigned responsibilities will range from administrative duties to projects involving research and decision making.

PROVIDES SUPERVISION TO:

None

RESPONSIBILITIES - ESSENTIAL FUNCTIONS:

- Serve as the primary support personnel to the executive(s) the Executive Assistant is assigned to. Provide executive support on matters relating to the executive's chief obligations and mandates.
- Manages and executes all administrative tasks required to efficiently and effectively support the executive.
- Performs complex and confidential administrative functions including developing and preparing written correspondence and presentations for the executive. Responds to routine external correspondence independently as directed by the executive.
- Prepares memos, purchase requisitions, expense reports, payment requests and other department forms and documents. Facilitates approvals by the executive.
- Maintains confidentiality of all corporate, personnel and Board related matters.
- Actively participates in by providing support and assistance for strategic business planning and organizational development efforts.
- Monitors adherence to project management guidance and directives issued on specific projects.
- Prepares project reports and presentations for committee and leadership meetings.
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings on behalf of the executives. Briefs executive on key aspects of scheduled meetings and attends meetings on his/her behalf, as directed.
- Collaborates with administrative staff in an effort to ensure coordination of executive/ administrative support functions across the agency.

- Manage, prioritize and coordinate schedules for conference calls, inter-office meetings, seminars, etc. to ensure no conflicts and priority issues. Insure necessary documents and other materials are on hand and that executive is prepared for all appointments.
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary.
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Maintains a well-organized filing system securing confidential documents and contracts in accordance with agency policies and procedures.
- Drafts agendas, schedules, notices, minutes and resolutions of the Board of Directors' meetings, in conjunction with the President and Board Chair, as well as other meetings hosted by the President, as needed. Takes all appropriate Board meeting minutes and maintains all relevant files for Executive Committee and Board. Ensures in a timely fashion the final approval of all Board minutes drafts by Board Chair and President & CEO.
- Secures location for meetings and manages all meeting logistics.
- Creates and/or maintains all corporate documents and those of the Board. This includes accurate meeting minutes, resolutions, notices, email distribution lists and up-to-date bylaws and amendments.
- Coordinates Board of Directors' orientation in partnership with designated staff and Board Members; updates Board Manual.
- Manages and oversees the production of consistent, accurate, visually appealing informational materials, Board meeting packets, and other informational and management materials necessary for effective Board committee operations.
- Responds appropriately to all information requests by members of Board of Directors.

ANCILLARY FUNCTIONS:

- Comes up with ideas that will streamline work and identifies incidents that require immediate attention in the organization.
- Actively participates in various agency committees.
- Travels between GIRE locations to perform various functions of the job.
- Performs other related functions delegated or assigned to him in his capacity as an executive assistant.

NOTE: Duties and responsibilities may be added, deleted, or changed at any time at the discretion of the President/CEO, either orally or in writing.

QUALIFICATIONS:

- Bachelor's degree (preferred) and minimum of five (5) years related experience preferably in a nonprofit environment. Equivalent experience supporting and/or serving as an assistant to an Executive Officer also required, experience supporting multiple executives preferred. Degree requirement may be substituted for with equal, relevant work experience.
- Must have exemplary organizational, time and project management skills to include the ability to independently manage multiple projects simultaneously and within time and budgetary guidelines.

- Must demonstrate strong attention to detail, business judgment and the ability to follow through on commitments.
- Requires ability to effectively communicate both orally and in writing, and to build and manage relationships with all staff, Board of Directors, government officials, major donors and others within the community.
- Must be assertive, creative, collaborative and able to anticipate and resolve challenges and business needs.
- Demonstrated proficiency in grammar, editing and proofreading.
- Excellent interpersonal skills required to include the ability to maintain strict confidentiality and demonstrate discretion in communications with others.
- Must be "tech-savvy" and experienced in introducing and utilizing best in class technology for resolving administrative issues and innovating efficient processes with other support staff. Should possess demonstrated intermediate to advanced skills in MSWord, Excel, PowerPoint, Access, web-based research and/or comparable database management and software packages.
- Valid driver license, adequate auto insurance, reliable transportation and an acceptable driving record.

WORK ENVIRONMENT:

Primary work environment is in a carpeted office environment and overhead lighting, with exposure to moderate noise levels (office machines, foot traffic in hallway, etc.). Limited exposure to retail store and warehouse environments during course of work.

PHYSICAL REQUIREMENTS:

Requires standing, sitting and walking intermittently throughout an 8-hour shift; repetitive finger movements with regular computer use; limited bending/stooping. Vehicle travel required to agency locations in 4 counties.

IMMEDIATE SUPERVISOR:

Vice President of Finance

APPROVAL:

VICE PRESIDENT OF FINANCE

DATE

PRESIDENT AND CEO

DATE

ACKNOWLEDGMENT:

EMPLOYEE SIGNATURE

DATE

PRINT NAME