



Executive Assistant

Description:

The Executive Assistant is responsible for providing professional administrative support to ensure Beyond the Gap's office operate in an organized, efficient and professional manner. The Executive Assistant provides the necessary leadership skills to work effectively with management, staff, donors and directors to accomplish the strategic goals of the organization. The Executive Assistant is the first line of communication with the outside world as she/he answers the telephone and greets visitors. He/She also may be tasked with running errands or representing the agency at various events. Always exemplify professionalism and a positive image. As the representative of the executive staff and the organization, it is essential to be punctual and timely in completing assigned tasks. The assistant also exercises a great deal of discretion, as he/she will frequently be provided with highly confidential information.

Roles and Responsibilities:

- **Schedule Management**
Coordinates the schedule of the CEO, COO and Director of Development, prioritizing functions and appointments, ensuring that meetings, deadlines presentations and other duties of the executive office are carried out seamlessly. Makes travel arrangements, coordinating flights, accommodations and other itinerary specifics.
- **Records and Reports**
Generate various office reports, create spreadsheets and charts, maintain databases and write/review departmental status reports. Assist the accountant and Director of Development with generating financial reports, assist with the program, annual, grant and board reports.
- **Board Liaison**
Serve as the liaison between the executive office and board members. Facilitate communication, plan events, distribute information, draft agendas and schedule meetings and record the minutes. Internally, you are the go-to person for ordering supplies, reserving conference room space and getting purchase orders approved.
- **Staff Supervision**

Supervise and train junior level staff, including program assistants and secretaries. Coordinate the efforts of these parties in effectively running the executive office, training staffers on internal processes and systems and ensuring all necessary functions are appropriately covered.

- **Speeches and Presentations**

Well-versed in writing draft correspondence, speeches, presentations, press materials and announcements from the executive office. Assist with developing staff and board presentations, annual reports and policy manuals. Serve as the executive office liaison with outside business organizations and industry associations.

- **Gatekeeping**

Gatekeeping is a significant responsibility, as you position yourself between the public, clients and customers, staff members and the executive staff. In this capacity, you will field phone calls, take requests for meetings and coordinate various aspects of interdepartmental communication as necessary. You must be organized, have exceptional attention to detail and possess effective communication skills. Computer literacy is vital to the role, as is the ability to train and direct others.

Qualifications

- Extremely organized with great attention to detail
- Excellent written and verbal communication skills
- Bachelor's degree preferred, but not required...more concerned with skills than educational background
- At least 3 – 5 years of successful experience working in Executive Administrative roles
- Proficient in Microsoft Office Suite 365 (i.e. Outlook, Word, Excel, Access, SharePoint, Sway and PowerPoint)
- Non-profit or customer-oriented background preferred

Compensation

This is an outstanding opportunity to lead a highly-effective nonprofit's program area and partner with the CEO and senior management team. Beyond the Gap will offer a competitive compensation package including base salary, bonus, health, 401k and vacation benefits.

Beyond the Gap is an Equal Opportunity employer. Personnel is chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.