



## Executive Assistant to President & CEO

**Agency Mission:** To create and support one-to-one mentoring relationships that ignite the power and promise of youth

**Agency Values:** Excellence, Integrity, Growth Mindset, Relationships, Ownership, Respect, and Trust

**Reports to:** Big Brothers Big Sisters of Central Ohio President & CEO

**Job Summary:** Under general supervision of and reporting directly to the President/CEO, serves as confidential assistant to the CEO and is responsible to perform a variety of non-routine complex administrative support functions

**Job Type:** Full-time

### **Responsibilities:**

- Serve as the initial contact for the CEO; uses appropriate judgment and knowledge to respond to inquiries from the public and Board of Directors.
- Serve as liaison between the Leadership Team and CEO.
- Schedule appointments for the CEO.
- Coordinate the activities of, and provides administrative support to the Board of Directors and Board committees.
- Maintain departmental electronic and manual filing, storage and retrieval systems, including confidential files.
- Obtain, organize, and draft any administrative materials designated by the CEO.
- Make arrangements for conferences and meetings and assemble established background materials as directed.
- May supervise volunteers and other support personnel.
- Prepare and organize general and special staff meetings.
- Research and compile data as directed by the CEO.
- Arrange, participate in, and implement, as directed, conferences and committee meetings.
- Obtain, organize, and draft technical and administrative materials for public information or organizational use.
- Provide guidance and consultation to officials, employees, and the general public on organizational and administrative matters.
- Coordinate Big Brothers Big Sisters of America Self-Assessment of national standards.
- May supports other administrative tasks within finance, operations, and human resources as needed.
- Perform related duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Advanced knowledge of computer operations, devices, software, and applications.
- Good analytical and problem-solving skills.
- Ability to communicate effectively both verbally and in writing with staff, employees, and the public.

- Ability to operate standard office equipment including but not limited to computers, typewriters, copiers, calculators, and facsimile machines. Maintain confidential and administrative files, including operating automated records storage and retrieval systems.
- Efficiently proofread, edit, and correct material for correct punctuation, spelling, grammar, and word usage.
- Use independent judgment to effectively plan, coordinate, and organize a variety of administrative and clerical support activities.
- Work independently within board policies and procedures.
- Set priorities and meet inflexible deadlines.
- Exercise independent judgment in the completion of tasks that are complex, confidential, and/or of a sensitive nature.
- Represent the CEO and agency always presenting a positive, professional image to the general public.
- Communicate with co-workers, subordinates, and management, elected officials, media, and the general public in a clear, concise, diplomatic manner.
- Work cooperatively with Senior Leadership Team and others as a member of a service-oriented team.

#### **Minimum Qualifications:**

- Associate Degree (or equivalent certification) in appropriate field such as: Nonprofit Administration, Office Administration, or Human Relations, Business, Human Resources, etc.
- Five (5) years of clerical experience including organization, coordination, and performance of duties at a responsible level.
- Must have viable transportation, valid drivers' license to meet job responsibilities.
- Strong scheduling and calendar management skills required.
- Quick learner and critical thinking skills a must.
- Ability to juggle multiple and competing tasks.
- Ability to anticipate and take initiative is also required.
- Professional demeanor required.

#### **Skills and Experience:**

- Treat all employees and stakeholders with respect and appreciate differences regardless of their culture, religion, age, race, sexual orientation, or disability.
- You agree to provide high-quality programs by delivering outstanding results.
- You are honest and transparent and are not afraid to admit when you have made a mistake.
- Demonstrates a "Can Do" attitude and views setbacks as opportunities to grow.
- Must be willing to work 40 hours each workweek and be available at peak work periods for additional work hours.
- Foster continuous communication.
- Ability to work and interact effectively with a wide array of individuals in the corporate, government, and non-profit worlds.
- Ability to deal with complex situations.
- Ability to organize a wide array of tasks.
- Must be willing to work evenings and weekends as required.
- Must be flexible to accommodate job responsibilities.
- Experience working with diverse populations, and youth in diverse areas.
- Must have strong/advanced skills in Microsoft Word, Outlook, Excel, PowerPoint, and virtual communication platforms such as ZOOM and Microsoft TEAMS.