

YWCA IS ON A MISSION

Title: Executive Assistant to the CEO
Classification: Frontline/Support
FLSA Status: Salaried exempt
Job Status: Full-time

Department: Administration
Position: Administrative Assistant
Reports to: Chief Executive Officer
Supervises: NA

Position Summary

The Administrative Coordinator position exists to support the Chief Executive Officer in advancing the Organization. Her/his support includes recording and acknowledging donors, members, sponsors, and supporters as well as organizing, filing, and planning meetings.

Position Duties & Functions

- Serve as assistant to the Chief Executive Officer (CEO) by:
 - Managing the CEO's schedule
 - Ensure necessary meetings are on CEO's calendar
 - Set reminders for meetings
 - Negotiate on behalf of the CEO to schedule appropriate meetings
 - Fielding calls to the CEO and recording messages
 - Triaging and responding to emails on behalf of the CEO as needed
 - Retrieving triaging, and responding to voicemails on behalf of the CEO as needed
 - Preparing board of director documents such as agendas, reports, minutes, binders, orientation materials, etc
 - Maintain staff birthday list, place birthdays on CEO calendar, prepare birthday card and gift for CEO signature
 - Maintain board birthday list, place birthdays on CEO calendar, prepare birthday card and gift for CEO signature
 - Preparing correspondence for the CEO such as:
 - Sensitive and confidential letters and memos
 - Thank you or congratulatory letters to internal and external stakeholders
 - Preparing birthday and personal notes for CEO to send to donors and key community leaders
 - Filing, organizing, and copying documents such as grant applications, etc..
 - Maintain business and community contacts (E-rolodex)
 - Maintain Conference Room Meeting Calendar
 - Assist the CEO on special projects as assigned
- Ensure the first impression of YWCA of Palm Beach County is impeccable by:
 - Graciously and pleasantly welcoming guests
 - Answering phones in positive upbeat fashion

- Transferring calls flawlessly
- Responding to general mailbox messages promptly
- Understand the innerworkings of the YWCA's programs and processes enterprise-wide
- Ensure efficiently run office by:
 - Receive, date stamp, and distribute mail
 - Maintain adequate office supplies for administrative office
 - Place orders for supply requests from all key staff
 - Organize, inventory, and maintain office supply cabinet
 - Manage the maintenance and upkeep of office equipment such as copier, printer, and postal equipment
 - Coordinate IT issue resolution and work with IT contractor to resolve IT issues

Skills & Abilities

- Must be proficient in Microsoft Office (Word, Excel, Powerpoint, Outlook)
- Must have excellent attention to detail as it pertains to data entry
- Must be prompt; timely and responsive to needs of fast-paced organization
- Must have excellent customer service skills including telephone and email etiquette as well as first impressions
- Must be able to handle confidential information discretely

Education

- High School diploma or equivalent required
- Associates degree or certification preferred

Experience

- Minimum (3) years related experience in administrative support, data entry, and customer service

Starting Salary Range: \$27,300 – \$39,000 per year

I have reviewed this job description and understand that the YWCA of Palm Beach County ensures that essential functions and basic duties have been included. I realize this job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the YWCA reserves the right to change this position description and/or assign tasks for the employee to perform, as may be deemed appropriate.

Employee Signature

Date

Supervisor Signature

Date

