



Job Description

Job Title	Executive Assistant		
Reports to:	Chief Executive Officer (CEO)	Department:	Administrative
Employee Type:	Full-Time, Regular	Classification:	Exempt
Supervisory Responsibilities:	None	Number of Employees:	None

Position Summary:	The Executive Assistant provides advanced administrative support to the CEO including calendar management, research, preparation of reports and correspondence, handling information requests, recording and transcribing meeting minutes and arranging travel, events/meetings and conference calls. The position involves meeting with individuals and special interest groups on behalf of executives, committees and boards of directors.
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Are you an analytical, introspective thinker who is comfortable with face-to-face interaction? Do you excel in pressure situations and have the ability to successfully switch from one task to another due to interruptions or as priorities change? Are you a person who enjoys being a member of a team that focuses on being accommodating and helpful? If so, we have a CEO who needs an Executive Assistant like you.

Essential Functions

- Manage the CEO’s calendar, communicating directly, and on behalf of the CEO, with high-level outside agencies, fellow staffers, board members, donors, clients and visitors
- Prepare, maintain and file correspondence using word processing, spreadsheet, database, or presentation software
- Research, compile data, and prepare documents for consideration and presentation to executives, committees and the board of directors
- Prepare agendas, itineraries, reservations and catering for meeting and travel
- Record, transcribe, and distribute meeting minutes
- Read and analyze incoming correspondence and determine its significance and facilitate a response or referral.
- Maintain office supply inventory
- Other duties as assigned

Knowledge

- Knowledge of word processing, managing files and records, transcription, designing forms, and other office procedures and terminology.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.

Skills and Abilities

- Strong organizational skills that reflect the ability to prioritize multiple tasks seamlessly with excellent attention to detail.
- Effective interpersonal skills and the capability to build relationships with staff, board members, clients, vendors and funders.
- Advanced verbal and written communication skills.
- Strong computer, MS Office Suite, and Internet research skills. Knowledge of iOS systems a plus.
- Experience completing tasks and coordinating projects under deadline as an independent team player.
- Proven ability to handle confidential information with discretion.
- Ability to analyze information and use initiative and logic to address and solve work-related issues and problems

Experience

- Strong work tenure: minimum five years of administrative experience (“C” level executive experience a plus)
- Experience maintaining an electronic calendar, working independently, travel and meeting/event planning and recording and transcribing meeting minutes.

Education

- High School Diploma or equivalent required
- Associates degree or vocational certificate preferred, Bachelor’s degree a plus

Physical Requirements*

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel objects, reach with hands and arms,

and to stand, walk, bend or lift up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus. *THAW will make reasonable accommodations necessary to comply with the ADA regulations.

Travel Requirements

Some local travel required. The employee must have the use of reliable transportation with applicable auto insurance along with a driver's license if driving on company business.

Covid Considerations

THAW has instituted mandatory vaccine requirements and Covid Protocols for all staff to ensure staff and visitor safety. Temporarily, staff are required to work a hybrid schedule (2 days in the office/3 days remotely).

The Heat and Warmth Fund (THAW) is an equal opportunity employer. THAW does not discriminate on the basis of race/color/religion/sex/national origin/veteran/disability/age/sexual orientation/gender identity or any other characteristic protected by law.