



Job Description

Position Title: Executive Assistant

Reports to: President and CEO

FLSA Status: Non-Exempt

Hiring Range: \$57,000–\$62,000 commensurate with experience

Contributor Level: Individual

General Purpose:

The Executive Assistant is responsible for administrative support and assistance to the CEO and serves as the CEO's administrative liaison to the Board of Directors. This role requires an individual with exceptional organization and prioritization skills, proactive thinking, agility, excellent attention to detail, and is a superb communicator both written and verbal. The ideal candidate can maintain a high level of confidentiality, possess strong interpersonal skills, and operate autonomously and within a team. The Executive Assistant must be adept at working with diverse students, staff, board members, and external partners, ensuring that communication style and approach are appropriate to the audience.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Executive Assistant:

- Work closely and effectively with the CEO keeping them well informed of upcoming commitments and responsibilities, following up appropriately.
- Manage an active calendar of appointments with accuracy. Prioritize conflicting needs and handle matters expeditiously and proactively.
- Handle confidential, sensitive information and materials with care and in a professional manner.
- Assist the CEO in prepping leadership meeting agendas and recording and distributing meeting minutes.
- Coordinate logistics for staff meetings, all campus meetings, and any other applicable meetings/conferences including calendaring of meetings, sending meeting invites, arranging meeting accommodations, preparing meeting materials, and ordering and purchasing food.
- Assist CEO in organizing content, editing, and finalizing presentations for internal and external stakeholders.
- Draft, review, and create surveys as needed and send communications on behalf of the CEO.
- Prepare, reconcile, and submit expense reports and other reports as needed.
- Prep projects until the project lead is identified.

- Order and purchase coffee and coffee supplies for staff gathering room (break room).
- Performs other related duties as assigned.

Board Liaison:

- Act as the liaison and recording secretary to the Board of Directors. Provide all clerical and administrative support.
- Arrange and handle all logistics for Board meetings and events; schedule meetings, record meeting minutes on behalf of the Board Secretary and produce a written copy of records promptly. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Manage, update and record data timely into the Board Data Metrics system.
- Support committee chairs with completing and communicating tasks post committee meetings.
- Prepare, organize, and update on-boarding process and procedures with new and existing board members.
- Prepare for and organize quarterly in-person board meetings, board retreats and/or board functions along with the CEO including ordering and purchasing necessary meals for the meetings.

Knowledge, skills and abilities:

- Ability to consistently promote, work, and act in a way that supports Florence Crittenton Services' vision, mission, and values.
- Strong teamwork, communication, and interpersonal skills, including ability to work collaboratively with diverse staff, board members and partners.
- Ability to build positive, culturally sensitive, and inclusive relationships with staff and adolescents.
- Excels working in a dynamic and fast-paced environment.
- Ability to multi-task, manage details, and collaborate with initiative, determination, flexibility, and a sense of humor.
- Strong oral and written communication skills and strong organizational and prioritization skills.
- Ability to self-direct workflow.
- Proficient knowledge of Google Docs and Microsoft Office.

Education:

- Bachelor's degree preferred, or equivalent combination of education, training, and experience.

Experience:

- 3+ years executive assistant experience preferably in non-profit and for-profit environments.
- Experience supporting an executive office, office support or office management.
- Experience coordinating meetings, note taking, organization and relationship cultivation.
- Experience in facilitating online meetings including Zoom/ MS Teams etc.
- Experience working with a large board and supporting committee meetings.
- Experience working in a school setting with at-risk population is preferred.
- Experience working with culturally diverse populations is preferred.

Additional Requirements/Licenses/Certifications:

- Must have reliable transportation.
- Must have a valid driver's license.
- Passing a driving record (MVR) and/or criminal history background checks will be required before employment starts.

Working environment:

The work environment and physical activities described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in an indoor professional office environment with occasional work from home flexibility.
- Occasional travel to conferences and meetings is necessary.
- Work may involve additional hours during the evenings or on the weekends.

Compensation:

- Hiring Range is \$57,000 – \$62,000 commensurate with experience.

Benefits:

- A generous benefits package includes a combination of paid time off (PTO) and paid sick leave, up to 12 paid holidays, health, dental, and vision insurance with up to 85% employer paid premiums, 401(k) plan with employer match available, employer paid life insurance, AD&D, STD, and LTD insurance, and Employee Assistance Plan (EAP).

To Apply:

- Email a cover letter and resume to Human Resources at HR@flocritco.org.

Florence Crittenton Services is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, marital status, or any other status protected by applicable state or local law.