

**UNITED WAY OF THE GREATER CAPITAL REGION
POSITION DESCRIPTION**

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| POSITION: Assistant to the President & CEO | Salary range: \$40,000 - \$45,000 | REVISION DATE: August 2022 |
| DEPARTMENT: Executive | TEAM: Executive | ORIGINATION DATE: November 2019 |
| REPORTS TO: President and CEO | EMPLOYMENT STATUS: Full-time | WAGE CATEGORY: Hourly |

Job Summary

This is an executive support position to the President & CEO. This position requires a high degree of discretion, tact and ability to preserve confidential and sensitive information. This individual works and interacts with board of directors, executive boards, senior management and staff at all levels, and members of the community.

Responsibilities

Contribute to community impact through administrative support to the President & CEO and assist with other tasks as needed, assigned, or anticipated. Reports directly to the President & CEO and provides executive support in a one-on-one working relationship. Will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as a liaison to senior management teams. The Executive Assistant must have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work efficiently under pressure while handling a wide variety of activities and confidential matters with discretion.

- Completes a broad variety of administrative tasks for the President & CEO including, but not limited to: managing an extremely active calendar of appointments, completing expense reports, arranging detailed travel plans, itineraries, and agendas, and compiling documents for travel related meetings
- Communicates directly and on behalf of the President & CEO with Vendor Partners, Government procurement and executives, Community Partners, company staff and others, on matters related to CEO's programmatic initiatives
- Acts as liaison for smooth communication between the President's office and internal departments
- Maintains credibility, trust, and support with senior management staff
- Completes critical tasks including drafting acknowledgement letters, personal correspondence, and others that support the President's ability to effectively lead the organization
- Works independently on projects assigned by the president and/or chairman of the board
- Maintains general files of the president and organization
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature and determines the appropriate course of action, referral, or response
- Works closely with the President to keep him well informed of upcoming commitments and responsibilities

- Prioritizes conflicting needs, handles matters expeditiously and proactively, and follows-through on projects to completion, often with deadline pressures
- Monitors, responds, and triages incoming calls to the main telephone line
- Performs other duties as assigned

Preferred Qualifications

- Bachelor's degree preferred
- Minimum 3 years of experience
- Proficiency in Microsoft office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Demonstrated proactive approach to problem-solving with strong decision-making capability
- Highly resourceful team-player with the ability to be extremely effective and independent
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service
- Ability to provide superior customer service to volunteers, partners, investors/donors, and staff
- Ability to prioritize and manage multiple tasks simultaneously, implementing and completing projects within stated timelines
- Ability to demonstrate initiative in following through independently with projects and tasks
- Must possess creative and independent problem-solving skills and a commitment to personal and organizational development

Diversity & Inclusion

We respect, value, and celebrate the unique attributes, characteristics and perspectives that make each person who they are. We also believe that bringing diverse individuals together allows us to collectively and more effectively address the issues that face our communities. It is our aim, therefore, that our partners, strategies, and investments reflect these core values. UWGCR is an equal opportunity employer.

Physical and Travel Requirements

Standard office environment, position is primarily an office setting. Physical demands include sitting and/or standing for extended periods of time: bending, lifting, regularly moving between offices, traveling to outside meetings, regular use of telephone, copier, fax, and computer. Reliable transportation required. Job involves frequent and routinely intense public contact and concentration, including occasional early morning, evening and weekend meetings and other events.

Work Authorization

Individual must have legal authorization to work in the United States; ie: hold U.S. citizenship or an appropriate Visa.

Interested applicants should send a cover letter and resume to hr@unitedwaygcr.org with the title of the position as the subject.