

**Position Title:** Executive Assistant

**Job Family:** Administrative Support

**FLSA Classification:** Exempt

**Reports to:** COO

### **Purpose of Purpose**

The Executive Assistant maintains a welcoming atmosphere for guests and provides a variety of administrative and clerical support through daily tasks assisting the members of the Executive Team (President/CEO, Chief Operating Officer, VP of Research and Planning, VP of Regional Programming and Partnerships and Director of Development and Communications).

### **Essential Functions**

#### Executive Organization

- Utilizes various organizational and communication tools to assist Executive Leadership team manage outstanding work and meet deadlines.
- Assists President/CEO in managing their schedule, meetings and task list, communicating with internal and external constituents as requested.
- Responds to inquiries on President/CEO's behalf, including those of a highly sensitive and confidential nature.
- Performs clerical and administrative tasks including assisting in drafting, preparing, vetting printing and sending letters, emails, memos, invoices, forms, reports, and other documents for executive staff.
- Schedules, sets up and attends meetings, taking notes and recording minutes.
- Assist in assembly of meeting packets and communication materials.
- Monitors job application responses and communicate with applicants as requested by the COO
- Coordinating catering for committee, board, and other meetings, to include picking up items for event/activity.
- Make travel arrangements for agency staff as well as for all outside professionals visiting.

#### Office Management

- Responsible for managing DBWPC's main phone line during business hours and direct calls or take messages as appropriate.
- Greet visitors to DBWPC by welcoming them to the office, inquiring as to the nature of the visit, contacting the appropriate staff person, and guiding the visitor to the appropriate space.
- Set up and maintain automated phone messages and/or menus that will respond to phone calls when the office is closed.
- Monitors general office supplies and postage.
- Organize and maintain office environment.
- Maintain and manage office equipment including printer, phones, etc. (e.g. changing toner in a printer).
- Assists in general Microsoft SharePoint organization and maintenance.

## POSITION DESCRIPTION

- Responsible for managing incoming correspondences (faxes, emails, phone messages, etc.) and direct to the appropriate person for follow up.
- Sends outgoing correspondences, including faxes, letters, publication materials etc.
- Performs additional duties as assigned by executives.

### Secondary Functions

- Support DBWPC events and activities

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed above.*

### Required Knowledge, Skills, and Abilities

- Excellent Writing and Grammar/editing skills, communicating effectively as appropriate for the needs of the audience
- Professional attitude, demeanor and appearance
- Keen attention to detail
- Proficient use of Microsoft Office Suite (Word, Excel, SharePoint, Outlook, PowerPoint)
- Experience working in a CRM or other record management software with the ability to learn new or updated software
- Experience in or proficient in using web based communication solutions (e.g. Zoom, webinar platforms)
- Managing one's own time and the time of others
- Flexible and adept to fast-paced, changing environments
- Execute quality documents, projects etc. on tight deadlines
- Handle multiple tasks simultaneously
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Effectively adjust actions in relation to others' actions
- Understand the implications of new information for both current and future problem-solving and decision-making
- Monitor/Assess performance of oneself, other individuals, or organization to make improvements or take corrective action
- Listen to and understand information and ideas presented through spoken words and sentences
- Concentrate on a task over a period of time without being distracted
- Combine pieces of information to form general routines and conclusions
- Understand importance of and maintain confidentiality with HIPAA protected information as well as, discern sensitive/confidential information learned through daily tasks

### Required Education and Experience

- 3 years' Executive Assistant work experience

### Preferred Education and Experience

- Executive Assistant experience in nonprofit office environment

### **Supervisory Responsibilities**

None

### **Travel**

This position requires occasional travel throughout the Northeast Florida area.

The individual who fills this position must have a valid driver's license and will be required to maintain personal auto liability insurance while employed with DBWPC, Inc.

### **Work Environment/ Demands**

This position operates in mostly in an office.

- This position requires constant communication with others for the exchange of information
- This role routinely uses standard office equipment such as computers and phones
- This position can have periods of long amounts of time sedentary through sitting or standing
- This position can have periods of moving around in various positions to accomplish tasks
- This position occasionally requires lifting up to 20 lbs.

### **Position Type/Expected Hours of Work**

This is a full-time position. The nature of the work sometimes requires employee engagement outside of traditional office hours, including evenings and weekends.

### **Work Authorization/Screening Requirements**

This employer participates in E-Verify. Upon offer and acceptance of employment, DBWPC, Inc. will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

### **AAP/EEO Statement**

DBWPC, Inc. is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of DBWPC, Inc.

If you are interested in the position, please email your cover letter and resume to [careers@seethegirl.org](mailto:careers@seethegirl.org) with Executive Assistant in the subject line.