



**POSITION TITLE:** Executive Associate

**RESPONSIBLE TO:** Chief Executive Officer

**JOB DESCRIPTION:** An executive associate is seen as the face of an organization and is someone who provides high-level administrative support to executives in the organization. Like secretaries or personal assistants, they conduct clerical work. However, executive associates have additional responsibilities and higher levels of tasks to perform that can influence the success or profitability of an organization. They may even be asked to represent the executive they support in a meeting or other communication. Executive associate must be highly organized and be able to prioritize work, have good interpersonal and communication skills, and possess managerial abilities.

**DUTIES AND RESPONSIBILITIES:**

- Adhere to the Mission, Core values and Vision of Envision Community Services (ECS)
- Provide strategic support to CEO/President as it relates to personnel, outcomes, and initiatives
- Review, edit, format, proof, and create print and online materials
- Oversee the workflow of the Administrative team, including regular office management, executive support, program and project development, and event planning.
- Meet regularly with direct reports and provide feedback on work and professional development
- Relay initiatives and report on project status to senior staff from administrative staff, and vice versa
- Interface with various departments to ensure that programs and initiatives are completed within time and budget requirements
- Arrange conference calls and meetings for the CEO and makes sure it's on his calendar.
- Plan work-related travel details, as needed
- Inform CEO of unexpected visitors and addresses them by scheduling a meeting.
- Communicates with staff to maintain the CEO essential supplies always in stock
- Assists in the preparation and control of a variety of office records, statistics and reports regarding operations, personnel, etc.
- Serves as administrative liaison within or outside the company regarding administrative issues related to the organization.
- Relieves the organizational unit of administrative work and project details where appropriate, including preparing varied to complex reports, typing documents, filing, answering questions regarding the organizational unit procedures and processes, screening phone calls as appropriate, etc.
- Oversees email and mail management, thank you messages, and other correspondence in a prompt and efficient manner.
- Manages long and short-term calendars, scheduling meetings, conferences, & teleconferences and coordinating schedules with meeting participants.
- Maintain regular communication with the Board so that the Board is kept fully informed of the Association's activities and financial condition.
- Completes a broad variety of administrative tasks for the CEO including: managing a calendar of appointments; completing expense reports; composing and preparing correspondence that are confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.

- Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Communicates directly, and on behalf of the CEO, with Board members, donors, staff and others, on matters related to MOO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with management staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Works closely and effectively with the CEO's management staff to coordinate schedules and initiatives and follows up appropriately.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the CEO, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively run the organization.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Answer phone calls and emails and take messages
- Take accurate and comprehensive notes at meetings
- Help with daily time management
- Run errands as requested
- Coordinate events and speaking engagements
- Draft correspondence such as emails and letters
- Board of Director liaison
- Engages in all ECS fundraising efforts as required (i.e annual gala working event)
- Perform other duties, *as assigned by management.*

### **Senior Management Liaison**

- Participates as an adjunct member of the Leadership Team including assisting in scheduling meetings and attending all meetings.
- Assists in coordinating the agenda of Leadership Team meetings and off-sites, and all staff meetings that the CEO is responsible for.
- Facilitates cross-divisional coordination of travel and outreach plans.

### **Communications, Partnerships, and Outreach**

- Ensures that the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the organization in general.
- Edits and completes first drafts for written communications to external stake holders.
- Acts as a "barometer," having a sense for the issues taking place in the community and keeping the CEO updated.
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships.

### **Strategic Initiatives / Fundraising**



- Edits all and creates acknowledgement letters from the CEO to donors.
- Manages the data entry for all donor/public official meetings.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **MINIMUM REQUIREMENTS**

#### **Education/Experience:**

- Bachelor's degree required.
- Strong work tenure: one to two years of experience supporting C-Level Executives, preferably in a non-profit organization.

#### **Skills/Knowledge:**

- Experience and interest in internal and external communications, partnership development, and fundraising.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point)
- Self-starting achiever who takes initiative to identify gaps and propose projects and directions for work
- Able to think strategically and problem solve
- Eliminates barriers to get things done.
- Actively seeks strong feedback and incorporates it into performance

### **REQUIRED SCREENINGS/CHECKS/TRAININGS**

1. Drug screen
2. Mandated Report
3. CANTS Check
4. Background Check
5. Fingerprinting
6. Driver's Record
7. Health Check (due to Covid)
8. Sexual Harassment Training
9. Non-disclosure Agreement
10. Any other internal trainings brought by ECS

#### **SALARY/BENEFITS:**

- Health benefits available
- \$18-20 per hour

#### **OTHER:**

- ECS is an "At-Will" employer and reserves its rights to practice as such.

