



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

EXECUTIVE ASSISTANT

REPORTS TO: Chief Executive Officer

SUMMARY

The Executive Assistant has the primary responsibility of ensuring the successful executive support of the Chief Executive Officer by providing professional administration throughout the scope of the Chief Executive Officer's responsibilities which include; managerial oversight of the administration, programs, budgeting, and strategic planning for the organization. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will 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 under pressure at times to handle a wide variety of activities and confidential matters with discretion.

ESSENTIAL FUNCTIONS

Executive Support

- Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes 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 CEO'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 senior management staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated.
- 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 lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

Board Support and Liaison

- Serves as the President's administrative liaison to WRMCSN's board of directors
- Assists board members with travel arrangements, lodging, and meal planning as needed
- Maintains discretion and confidentiality in relationships with all board members
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Senior Management Liaison

- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings
- Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings
- 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 stakeholders

Strategic Initiatives

- Works with the Strategic Initiatives team in coordinating the CEO's outreach activities
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships
- Edits all, and creates acknowledgement letters from the CEO to donors

SUPERVISORY RESPONSIBILITIES

- Provide supervision of all staff members
- Oversee volunteer recruitment, initial training, management, ongoing development and education and retention.

EDUCATION AND EXPERIENCE

- Bachelor's degree required
- Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Must have valid driver's license and current insurance for light to moderate local travel.
- Must be willing to complete a background check.

SKILLS & QUALIFICATIONS

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Personal, professional and public integrity.
- A "team-mindset" to contribute to and benefit from working together with the whole ministry in order to fulfill WRMCSN's mission.
- 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
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- All employees are expected to participate in fundraising and volunteer recruitment activities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move weights exceeding 25 pounds.

WORK ENVIRONMENT

The work environment characteristics 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. The noise level in the work environment is usually moderate.

FULL TIME, EXEMPT