



Executive Assistant to the President/CEO

Job Description:

COMPANY SUMMARY:

Junior Achievement: Empowering young people to own their economic success®

Junior Achievement of Washington's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement of WA reaches over 80,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of WA offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT: It is an exciting time to join Junior Achievement of Washington! The Executive Assistant provides high-level support for the President & CEO including document preparation, operational and administrative support, heavy calendar management, and successful coordination of business meetings. They serve as liaison between the President and other departments within the organization to support the daily operational needs of JA Washington.

ESSENTIAL FUNCTIONS / RESPONSIBILITIES

- Completes a broad variety of administrative tasks for the President including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the President's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the President's time. • Communicates directly, and on behalf of the President, with board members, senior management team, staff, partners and others, on matters related to executive programmatic initiatives.

- Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the President to keep 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 President updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the President's ability to effectively lead the agency.
- Provide board meeting and committee meeting support including assisting with the production of materials, attending board meetings, writing meeting minutes, tracking board and committee meeting attendance, and tracking board meeting actions and delegations. Maintain board and committee meeting files as requested.
- Assist in the development of materials for new board member orientations and/or administrative duties associated with board member resignations as requested. Maintain board member files as requested.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.
- Performs office management tasks such as signing for deliveries, greeting guests, processing the mail, ordering office supplies, etc.

POSITION QUALIFICATION REQUIREMENTS

EXPERIENCE: A minimum of 5 years of experience providing administrative support, with at least 2+ years' experience in a comparable role as an assistant to a senior executive or as a board liaison, preferably in a non-profit organization.

SKILLS AND ABILITIES:

- **Personality** – Independent thinker, possess excellent customer service skills, professional attitude, a high level of personal integrity, maturity, and business judgment required.
- **Performance** – Able to multi-task, prioritize task, meet deadlines, able to do presentations and to maintain confident information. Strong analytical skills and demonstrated attention to detail.
- **Communication** – Strong written and verbal communication skills. Must be a well-organized professional who thrives in a team-oriented environment.
- **Decision Making** – Ability to make solid decisions, problem-solve and simultaneously handle multiple job tasks and priorities.

- **Stress Management** – Ability to remain tactful under pressure and present a professional demeanor and communication style with co-workers in a multicultural setting.
- **Software** – Proficiency with MS Office Suite (Word, Outlook, Excel, PowerPoint). Experience using a CRM platform is a plus.

PHYSICAL REQUIREMENTS: The physical demands described below 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 frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

HOW TO APPLY: If you are qualified and interested in applying, please send your resume and cover letter with “Executive Assistant” in the subject line to timerie@jawashington.org.

Please do not contact us by phone. Please visit our web site for additional information on our company web-site at: www.jawashington.org