

## **Executive Assistant to the President and CEO**

Reports to: Chief Operating Officer (COO)

Status: Full-Time, non-exempt

Hours: Usually 9:00 a.m. -5:00 p.m. M-F, some flexibility and evenings and weekends as required

### **Job Summary:**

The Executive Assistant provides high-level administrative support to the President and CEO and the COO. The Executive Assistant must be creative and enjoy working within an entrepreneurial and fast-paced environment. 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.

### **Essential Responsibilities:**

- Maintain the President and CEO's calendar and a daily calendar of meetings and events at the museum.
- Prepare Word, Excel, and PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization.
- Arrange travel and accommodations for executives, performers and museum guests.
- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Manage the Executive's contacts, mailing lists, and donor records.
- Be responsive to emails/texts/phone calls, with contact outside normal business hours.
- Welcome the Executive's guests by greeting them, in person or on the phone; answering or directing inquiries.
- Use discretion, confidentiality, and good judgment to handle sensitive matters.
- Provide support for Visionary Society, Board, Advisory Council, and Development activities.
- Represent the Museum and the Executive in a positive light through great follow-through skills and sound judgment.
- Conserve the Executive's time by reading, researching, collecting and analyzing information as needed, in advance.
- Organize complex calendars and schedules; resolving any scheduling issues and helping the CEO to define priorities.

### **Job Requirements:**

- High school diploma or equivalent required; Bachelor's degree strongly preferred.
- 5+ years of related experience required in working in an executive assistant role.
- Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Ability to communicate effectively and professionally with volunteers, staff and public, with a team-oriented approach
- Ability to function well in a fast-paced environment and work flexible hours as needed for projects and meetings.
- Strong organizational and communication skills, and the ability to prioritize tasks and meet deadlines.
- Service orientation, with high standards of excellence, and the wisdom to exercise good judgment.

**Essential Functions (ADA):**

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body.
- Ability to sit for up to 4 hours at a time.
- Ability to stand/walk for up to 4 hours at a time during special events and/or assignments.
- Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
- Regular workplace attendance.
- Ability to travel to and from job locations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: \_\_\_\_\_  
(Employee, please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_