



Executive Assistant to the
President & CEO
Job Description

Job Classification: Non-Exempt, Full-Time

Work Schedule: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Reporting Relationship: President & CEO

Primary Accountabilities:

The primary function of the Executive Assistant is to provide administrative support to the President & CEO and other senior management, as needed. This position will support a variety of administrative activities.

Major Duties:

- Maintains executive's schedule by planning and scheduling meetings, conferences, teleconferences, and making travel arrangements, preparing and editing correspondence, presentations, and reports.
- Work closely with the President & CEO to keep them informed of upcoming commitments and responsibilities, following up appropriately.
- Provides administrative support to the President & CEO and other senior managers as needed.
- Maintains effective and professional verbal and written interactions with peers, stakeholders, supervisors, and other staff.
- Demonstrates the ability and willingness to manage new assignments, changes in procedures and business requirements. Identifies what needs to be done and takes appropriate action.
- Completes assigned work and meets deadlines without reminders/follow-up from supervisor or others.
- Performs work conscientiously with a high degree of accuracy.
- Works independently and/or within a team on special projects at the request of the President & CEO, which may include capital campaign, planning and coordinating multiple presentations, compiling, and disseminating large volumes of information, and organizing company wide efforts.
- Collects weekly status reports from managers and distributes copies to Senior Management Team members.
- Prepares agendas for weekly Senior Management Team meetings and monthly Total Staff meetings.
- Transcribes meeting minutes and follows up on action items.
- Prepares agendas and supporting materials for Board of Trustees meetings. Prepares minutes of Board of Trustees meetings and other meetings as assigned.
- Maintains and updates Board of Trustees manuals and notebooks as needed.
- Assists in the preparation of the Three-Year Strategic Plan and One-Year Operational Plans.
- Schedules and assists in the planning and preparation of organizational activities and meetings throughout the year, including monthly Total Staff, annual Staff Recognition event and Board of Trustees meetings.
- Performs all other duties as assigned.

Qualifications:



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- Associate degree in business administration, or a related field and minimum two (2) years of experience working for a high-level executive, executive office setting or related field preferred. Experience may be substituted for the degree.
- Strong organizational skills and ability to prioritize multiple tasks seamlessly with excellent attention to detail.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Extensive use of Microsoft Office products (Word, Excel and PowerPoint).
- Must have excellent communication, analytical and organizational skills with strong attention to detail.
- Read, write and speak fluent English.
- Ability to communicate effectively, both verbally and in writing, with staff, clients, and visitors.
- Works collaboratively with Capper Foundation staff to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the goals of Capper Foundation.
- Ability to effectively work in a high pressure, fast-paced environment and be held accountable for results.
- Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Valid Kansas Driver’s License with an acceptable driving record.
- Must be able to pass background checks per agency procedures.

Physical Demands:

- Ability to frequently reach with hands and arms.
- Ability to sit for extended periods of time.
- Ability to read computer screens, e-mail, and mail, talk on the phone for an extended period of time.
- Ability to move up to thirty (30) pounds.

Work Environment:

- Professional and deadline-oriented environment in an office setting.
- This position may occasionally have direct contact with individuals who have physical and/or developmental disabilities and who may exhibit unpredictable behavior and uncontrollable outbursts.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employee is required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by his/her supervisor.

Employee Signature

Date

Supervisor Signature

Date



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