



Executive Assistant to the CEO

Job Summary:

The Executive Assistant (EA) will provide high-level administrative support to the CEO/CVO including a wide range of administrative duties. This position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Duties/Responsibilities:

- **Provide sophisticated calendar management for CEO/CVO.** Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- **Acts as a liaison and provide support and collaboration with team members.** Arrange and handle logistics of meetings including scheduling, drafting agendas, developing, compiling, and distributing presentation materials and recording meeting minutes for CEO/CVO.
- **Complete a variety of administrative tasks to facilitate the CEO's ability to effectively lead the organization.** Assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; and making travel arrangements.
- **Work closely with the CEO/CVO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.** Anticipate CEO's needs in advance of meetings, conferences, etc. Complete projects by assigning work to appropriate staff, on behalf of the CEO/CVO.
- **Performs other related duties as assigned.**

Required Skills/Abilities:

- Excellent analytical, logical thinking, and problem-solving skills.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.
- Ability to work under pressure and within tight deadlines.
- Ability to transform abstract concepts and ideas into concrete results.

- Proficient in Microsoft Office.
- Excellent organizational skills and attention to detail.

Qualifications:

- Bachelor's degree or equivalent experience
- Experience in managing multiple priorities, administrative coordination, and logistics