



## **Executive Assistant**

### **POSITION SUMMARY**

The Executive Assistant provides a high-level and full-range of administrative and organizational support for the Chief Executive Officer. In addition, the incumbent is responsible for providing administrative support to the Board of Directors (BOD) as needed. The Executive Assistant requires high-level independent judgement to plan, prioritize and organize the office workload and handle highly confidential and sensitive information.

### **POSITION PRIMARY RESPONSIBILITIES**

- Performs a variety of administrative tasks for the CEO including: answering and responding to inquiries via phone and email, coordinating travel, receiving and handling mail, coordinating meetings (which includes room setup, i.e. projectors, A/V equipment, materials), ordering supplies, submitting GSUSA reports, and other duties as assigned.
- Manage and maintain the CEO's schedule and calendar with sensitivity to priorities and goals of the office; proactively prepare CEO for upcoming meetings and engagements.
- Coordinate communication between the CEO and the Executive Leadership team.
- Act as the CEO's representative and ambassador to external constituents as directed.
- Prepare correspondence, memoranda and other documents as requested.
- Process and maintain expenses and submit monthly reports to accounting department.
- Ensure appropriate decision-making protocols are followed according to the by-laws, organizational policies and procedures.
- Serve as the event planner for the Annual meeting and other council programs, including locating and negotiating space and rates with potential venues, preparing materials such as the agenda, slate, BOD bios, sign-in sheets and ballot slips,
- Compile and maintain a list of delegates and service unit managers.
- Assist the CEO in updating and maintaining the GSUSA Charter.
- Effectively manage contacts and relationships with board members, acting as a first point of contact for their queries.
- Coordinate Board of Director meetings to include taking and preparing minutes, ensuring resource materials are maintained and accessible and that the meetings are held in compliance of the bylaws regarding the board and committee matters.
- Schedule, plan and coordinate BOD retreats.
- Obtain yearly signed conflict of interest forms from all board members; manage and maintain BOD files, documents and records.
- Update, revise and distribute BOD manuals and on-boarding materials.
- Other duties as assigned.

## **POSTION REQUIREMENTS**

### **Required Education and/or Relevant Experience:**

- B.A. or equivalent experience.
- Minimum of five (5) years in an administrative position supporting C-level executives and BOD.
- Strong organizational and time management skills.
- Excellent interpersonal skills and written communication skills.
- High level attention to detail and ability to work well with deadlines.
- Excellent project management skills.
- Self-starter – able to work independently as well as part of a team.
- Excels in a fast-paced environment.
- Proactive approaches to problem solving with strong decision-making capability.
- Demonstrated ability to maintain confidentiality.
- Proficient in Microsoft Office – Word, Excel, Power Point, Outlook.
- Must demonstrate comfort level in learning new technologies and software programs.
- Ability to interact effectively and diplomatically with all internal/external stakeholders, volunteers and staff members at all levels of the Council.

### **Additional Eligibility Qualifications**

- Able to work some evenings and weekends.
- Ability to lift and manipulate up to 30 pounds of Girl Scouting products, supplies, or materials.
- A valid driver's license, current insurance, and access to a reliable vehicle are required for travel between council properties and across entire service area as needed.
- Become a registered member of Girl Scouts and maintain membership for duration of employment.