

**YWCA Northern New Jersey
Job Description**

Job Title: Executive Assistant
Supervisor's Title: CEO
Department: Executive Administration

To Be Completed by Human Resources

Job Code:
Grade:
FLSA Status: Non-Exempt

Job Summary

This position is responsible for handling a wide range of administrative and executive support related tasks often with little or no supervision. Interfaces with Board of Directors, all levels within the organization and external supporters.

Key Responsibilities

This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.

- Communicate and handle incoming and outgoing electronic communications on behalf of CEO; direct calls/emails to appropriate party promptly and efficiently.
- Open, sort, read, and analyze incoming correspondence to determine their significance and plan distribution. Prepare responses to correspondence containing routine inquiries.
- Work closely with Board of Directors to prepare, coordinate and disseminate company documents, records and reports for Board Meetings. Update and maintain Bylaws, Board Committees; record, transcribe and distribute minutes of Board Meetings.
- Coordinate project-based work and follow through on issues timely.
- Manage and maintain CEO's calendar, requiring interaction with both internal and external constituents, as well as Board Members, to coordinate a variety of complex executive meetings and events.
- Prepare and edit correspondence, communications, presentations and other documents; file and retrieve documents and reference materials.
- Arrange travel schedule and reservations for CEO as needed.

Qualifications

Education/Experience:

Bachelor's Degree in Business, Communication or Liberal Arts (or equivalent experience) and a minimum of 5 years of experience providing support at the executive level required. Support experience with professional associations and/or non-profit organizations strongly preferred.

Knowledge:

- Knowledge of standard office administrative practices and procedures.
- Advanced knowledge of MS Office, including Word, Excel, PowerPoint and Outlook.
- Thorough knowledge of the structure and content of the English language including meaning and spelling of words, rules of composition and grammar.

Skills and Abilities:

- Excellent calendar management skills, including coordinating complex executive meetings.
- Demonstrated organizational and planning skills.
- Proven ability to maintain effectiveness in varying situations and with varying tasks, responsibilities or people.
- Confirmed ability to handle sensitive information and maintain confidentiality.
- Sound judgment and decision-making capability.
- Superior communication (verbal, written and listening) and interpersonal skills.
- Ability to demonstrate flexibility, attention to detail and accuracy.
- Ability to initiate and be a self-starter and work in a fast-paced, diverse environment.
- Must demonstrate initiative and be able to work independently.
- Must be exceedingly well organized, handle high volumes of work and display a superior level of professionalism interacting with Board Members, all levels of staff and other community constituents.

Physical Requirements: This position is primarily in an office environment with no unusual requirements, except as noted below.

Travel, (If applicable) Must be willing to travel to events as needed.

Additional Comments

Must embrace the mission and values of the YWCA, have a strong customer focus, and the ability to work with a multi-generational, diverse workforce and membership.

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Please submit a resume to: Ywjobopportunities@ywcabergencounty.org