



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Executive Administrative Assistant

Reports to: Chief Executive Officer

FLSA Status: Non- Exempt

Position Status: Full-time

JOB SUMMARY: The Executive Assistant to the Chief Executive Officer (CEO) will be responsible for providing the CEO with comprehensive support. This position requires great attention to detail, anticipating needs, creating efficiencies; critical thinking, and the ability to mitigate diverse issues with a high level of professionalism and confidentiality. The Executive Assistant serves as the primary point of contact for: internal and external constituencies on all matters pertaining to the Office of the CEO

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees the workflow related to the Office of the CEO
- Proactively manages and maintains the CEO's calendar and all schedules
- Effectively filtering and coordinating internal and external requests
- Accesses and electronically stores information and documentation
- Screens, prioritizes and redirects/forwards phone calls and emails; responding to routine requests, as well as those requiring additional research and investigation
- Disseminates incoming communications-written or electronic to the CEO on a daily schedule
- Works closely with the Office Coordinator to make travel and conference arrangements, including research, coordination, registration and booking of flights, hotels, ground transportation, and all logistics for the Executive Team
- Maintains and provides/reminds the CEO of all schedules, travel itineraries, meetings etc.
- Ensures the CEO has the necessary information for all appointments and meetings in advance (i.e., materials, driving/parking information, reservation confirmation, etc.)
- Processes mileage and expense reports for CEO to submit for reimbursement.
- Acts as a liaison with other departments and outside agencies, including high-level staff such as CEOs, presidents, senior vice presidents, and chiefs. Handles confidential and non-routine information and explains policies when necessary

- Works independently and within a team on special nonrecurring and ongoing projects
- Acts as project manager for special projects at the request of the CEO, which may include: agenda coordination, planning and coordinating presentations, disseminating information, coordinating direct mailings, and planning events
- Coordinates, consolidates and distributes all Board packets to the Board of Directors; maintains and updates Board roster, contact information, and other Board documents, and works with the Chief Operating Officer to coordinate the scheduling of all Board/Board committee meetings, and takes accurate and detailed minutes of board meetings and other meetings as requested by the CEO
- Keeps historical files of all Board minutes, actions, votes, bylaws, board policies, etc.
- Provides executive support to the CEO and supports the Executive Team members with scheduling and administrative functions as needed
- Serve as back up to the Board Liaison Executive Assistant position
- Keeps current with technology platforms like Microsoft Office, Adobe, SharePoint, virtual meeting platforms to support usage within and outside of the Coalition

COMPETENCIES:

- Excellent communication and relationship management skills
- Organization and ability to prioritize multiple tasks and meet deadlines
- The ability to work independently as well as collaboratively within a team environment
- Proactively anticipate the CEO's needs
- Handle confidential information with absolute discretion
- Provide a high level of customer service
- Establish and maintain effective working relationships at all levels of the organization
- Flexibility
- Technical Skills/Competencies

SUPERVISORY RESPONSIBILITIES:

None

WORK ENVIRONMENT:

- This position operates in a professional office environment. This position will be expected to work in public venues to support ELC related events.
- This role operates standard office equipment such as computers, phones, and copy machines.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to

operate and handle keyboards and other office equipment.

- Ability to operate a motor vehicle
- Able to sit for extended periods of time
- Occasionally required to walk and reach with hands and arms
- Occasionally required to stoop, kneel, crouch, or crawl and lift and/or move up to 25 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time position.
- The office hours of work are typically Monday through Friday, 8:30 am- 5 pm. This position may work nights, weekends, and holidays. This position may regularly work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- BA/BS in management, education or business administration, organizational development, Social Services/Human Services Administration, or closely related field.
- Minimum of 5 years of successful executive administration experience in a fast-paced environment.
- Minimum of 5 years of experience in Microsoft Office (Word, Excel, and PowerPoint).
- Minimum of 5 years of experience in the ability to utilize various technology platforms such as Adobe, SharePoint, GoToMeeting, or Zoom to support ease of communication within and outside of the Coalition.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Level II background check
- Drug test
- E-verify
- Educational verification
- Valid Florida driver's license and proof of insurance; and
- Ability to maintain Florida driver's license throughout employment required

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.