



Early Learning Coalition of Broward County, Inc.

JOB DESCRIPTION

Position: Executive Assistant- Board Liaison

Reports to: Chief Operations Officer

FLSA Status: Non-Exempt

Position Status: Full-Time

JOB SUMMARY:-This position is responsible for coordinating all organizational activities that relate to the ELC Board of Directors. This individual will serve as the primary designated contact for the organization between coalition staff and Board members for all Board and committee related matters-e.g., scheduling meetings, events or special projects as directed by the COO. Additionally, the position will support all C-Suite Executives with office duties, data entry and communications as prescribed by the COO.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job, the employee is expected to perform these and other job related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Facilitate effective communication between the Board of Directors, ELC staff and committees-e.g., Board decisions, approvals, changes in scope or work, recommendations, etc., following a Board meeting.
- Attend all Board meetings and committee meetings as assigned.
- Prepare and disseminate Board and committee meeting agendas, packages and presentations with oversight of the Chief Operations Officer.
- Write, edit and proofread both routine and non-routine correspondence to Board members.
- Responsible for scheduling, coordinating and planning of all Board meetings and various committee meetings in either virtual or live set-up for meetings.
- Coordination of the Annual Board Retreat.
- Record and transcribe minutes of Board and committee meetings.
- Maintain a high level of professionalism and clear communication with Board members, consistently keeping them current on all pertinent ELC issues and meetings.
- Act as a project coordinator for special projects and/or to assist with the execution of special projects at the request of the COO which may include planning and coordinating multiple presentations and materials to meet project needs.
- Will serve as a resource for C-Suite Executives to support them in a wide variety of tasks and duties as delegated by the COO

- Will learn the Executive Assistant's scope of work to be able to serve as an alternate for the position.

COMPETENCIES:

- Organizational skills
- Communication proficiency
- Initiative
- Interpersonal Skills
- Judgment
- Professionalism
- Teamwork
- Proficiency in Microsoft Office and the ability to work across multiple virtual platforms.

WORK ENVIRONMENT:

- Ability to sit for extended periods of time, talk, hear, and use hands and fingers to operate and handle keyboards and office equipment. The employee is often required to walk and reach with hands and arms.
- Must be able to concentrate for extended periods of time, paying attention to detail.
- Requires corrected vision and hearing to normal range.

POSITION TYPE AND EXPECTED HOURS FO WORK:

- This is a full time position.
- Work hours will be during the weekdays. There may be an occasional evening or weekend work required.

REQUIRED EDUCATION/ AND OR EXPERIENCE:

- Minimum BA or BS degree.

PREFERRED REQUIRED EDUCATION/ AND OR EXPERIENCE:

- Three years of experience working with a non-profit organization with Board interactions.
- Three years of experience of project coordination.

BACKGROUND CHECKS:

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

- Level II background check
- E-Verify
- Educational verification
- Possession of a valid Florida driver's license; and
- Ability to maintain Florida driver's license throughout employment required

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

