

Title: Executive Assistant

Reports To: TBD

Department: CIS Central Office

Classification: Non-Exempt

SUMMARY: Full-time position, 40 hours per week. Primarily responsible for administrative duties and in-office support of Communities In Schools of Ohio Central Office. Provides comprehensive support to the Executive Director/CEO and Leadership Team including project management as needed, which requires the ability to anticipate needs, think critically, take initiative, and offer solutions to problems with a high level of professionalism and confidentiality. Assists Leadership Team with processes and systems, phone traffic, file management / organization, communications, and event logistics support. Works collaboratively with the team to drive organizational efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides administrative support by assisting the Executive Director as requested. Supports the Leadership team as needed to help with their tasks and projects.
- Supports Executive Director with board relations and board related work as needed.
- Serves as the main office “gatekeeper” by greeting visitors and answering, screening, and directing calls.
- Assists with incoming and outgoing mail and package deliveries. Monitors and responds to the centralized email box for CIS of Ohio. Manages and maintains a functional office. Effectively organizes and keeps files in an efficient and orderly manner. Monitors all supply levels in the office, orders supplies when needed, distributes and restocks all central office supplies.
- Manages purchasing process for all CIS of Ohio staff.
- Manages CRM database and assists with outreach activities and donor acknowledgement processes.
- Provides internal IT support including support of computer setup and training, and coordinates relationship with external IT support.
- Supports the leadership team with making copies, scanning, filing and/or shredding documents as needed. Assists with document editing and formatting, as requested. Prepares correspondence for team and packets for partners, Board meetings, and others as requested.
- Collaborates with CIS national by participating in webinars, conferences, and phone calls, as requested.
- Supports the overall work of CIS by participating in meetings; assisting the team with the preparation of reports and presentations, as needed to support the work of the CIS Board of Directors, Board committees and day-to-day work.
- Other duties and special projects as assigned.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by Executive Director, as necessary.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have experience and high comfort level with taking initiative, working independently, and being self-directed.
- Must have excellent written and verbal communication skills; and computer knowledge and skills using multiple Microsoft programs
- Must have a strong ability to coordinate with various team members and manage a variety of priorities.
- Must work well under pressure and always maintain professional demeanor.
- Must be customer service oriented both internally and externally.

CORE COMPETENCIES:

- Flexibility
- Adaptability
- Collaboration
- Initiative
- Strong Interpersonal relations
- Communication
- Accountability
- Planning and organizing
- Detail-oriented
- Continuous improvement

EDUCATION and/or EXPERIENCE:

Associate Degree, or equivalent, required with 3 – 5 years previous experience in similar position. Experience working for a nonprofit organization strongly preferred.

LANGUAGE and COMPUTER SKILLS:

Excellent English-speaking verbal, written and computer skills. Must be proficient in Microsoft Office and Adobe.

REASONING ABILITY:

Must have the ability to anticipate and meet the needs of the Executive Director and other staff. Must be comfortable with changing priorities.

WORK ENVIRONMENT:

Ability to work closely and collaboratively with a diverse staff while maintaining professional and courteous working relationships. CIS is a drug-free workplace.

REQUIREMENTS:

Must be able to sit for extended periods of time and occasionally lift up to 25 lbs.

Must possess a valid driver's license, applicable insurance, and reliable transportation, and be able to run occasional errands to make purchases or address organizational needs.