

ICCF
Inner City Christian Federation
Position Description

Job Title: Executive Assistant
Department: Administration
Reports To: President/CEO
FLSA Status: Exempt
Revision Date: August 2019

SUMMARY

Assists by providing clerical and administrative support to the President: a partnership. Assist with any hospitality needs for in-house initiatives, trainings or partnership meetings for the Executives and Board. Uses considerable judgement, initiative and discretion to determine the approach or action to take in non-routine situations. Requires a broad understanding of organization operations, procedures, and personnel. Handles confidential and sensitive material. Makes some independent decisions regarding planning, organizing, and scheduling work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Duties related to the CEO:

Supports the CEO by reviewing all emails, voicemail messages and mail for actionable items, speaking engagements, Board inquiries and potential donor connections.

Advises the CEO on potential conflicts on his calendar: community meetings, holiday gatherings, networking opportunities. Guard the calendar from back-to-back meetings.

Accommodates the President with meeting logistics.

- Communicate with guests' assistant to solidify dates, times and locations
- RSVP or register for events as directed by the President
- Incorporate any memorandums, pdfs, parking vouchers into calendar
- Confer with the President in advance about offsite and onsite meeting supplies or tools needed
- Analyze and forward emails that involve other leaders; follow-up as needed
- Book flights, hotel accommodations, transportation as requested
- Note reminders on the President calendar for follow-up calls or meetings as recommended by VP of Advancement
- Note important events on the President calendar as action items
- Respond and schedule requests for meetings

Adds or updates business profile information in Outlook Contacts.

Reconciles American Express statement monthly for the President.

Manages deliverables to the executive, anticipates needs, initiates action and provides any necessary reporting and documentation.

Prepares responses to inquiries on behalf of the executive, corresponds on the executive's behalf.

Develops relationships with key operational contacts, both internal and external.

Ensures utmost confidentiality at all times.

Produces work that is high quality, timely and representative of the organization.

Duties related to Board and Leadership Team:

Interacts with Board Chairperson and Members as needed.

- Follow-up and move Board candidacy process forward.
- Create welcome packets for new Directors.
- Load and monitor the Board portal on ICCF website.
- Communicate roster changes to LT and specified managers.

Organizes meetings with or without ad hoc committees or advisory committees.

- Block times on the President calendar for Board and subcommittee meetings.
- Collaborate with Executives to build the LT meeting agenda; record meeting minutes.
- Facilitate on-site and off-site event needs for meetings, including catering.
- Plan and execute bi-monthly staff meetings including agenda and meal.
- Plan and execute staff gatherings, including catering and activities, at such events as summer picnic and Christmas party.

Takes notes at Monday Huddle and share with the entire team.

Duties related to office management:

Plan and coordinate office support services.

Supervise all ICCF receptionists to coach and guide their performance. Remove barriers and obstacles. Provide positive leadership. Guide workload when there are conflicting priorities. Ensure and coordinate front desk receptionist coverage to ensure a welcoming environment for employees and guests.

Primary contact for building rentals – facilitate rental requests, coordinate with facilities for proper setup, and manage payments.

Primary contact for IT-related issues coordinating with external IT vendor.

SUPERVISORY RESPONSIBILITIES

This position supervises all ICCF Receptionists.

QUALIFICATIONS

The Executive Assistant position requires constant confidentiality and restraint with all information regarding ICCF and the President. 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (BA.) or equivalent from an accredited four-year college. A minimum of four years related experience as an administrative assistant, executive assistant or office manager. An equivalent combination of education and experience may be acceptable. A solid basic to intermediate knowledge of the Microsoft Suite is essential.

LANGUAGE SKILLS

Ability to read, analyze, and interpret professional processes. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from team members, neighbors, board members and partners. Conflict resolution skills are needed.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually 40 – 60dB.

COMPENSATION

ICCF offers a benefits package that includes medical/dental/vision insurance, benefit time (vacation and sick leave) and retirement.

Please submit your resume with a cover letter to hr@iccf.org. ICCF is an EEO employer.