girl scouts
heart of michigan

Job Title:	Executive Assistant to the CEO	**Reports To:**	Chief Executive Officer
Department/Group:	Administration	**Job Code/ Req#:**	40110
Location:	MI – Kalamazoo	**Travel Required:**	Yes
Level/Salary Range:	To be determined	**Position Type:**	Full-time, Exempt
HR Contact:	Ashleigh Crisp Hobart	**Date Posted:**	June 12, 2014
Will Train Applicant(s):	Yes	**Posting Expires:**	Until filled

To apply please include a cover letter, resume, and employment application. Applications accepted by:

Fax: (269)492-1439 **Email:** hr@gshom.org **Subject Line:** Executive Assistant to the CEO **Attention:** HR Department **Website:** http://www.gshom.org/about/employment.html	MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008

Job Description

POSITION OVERVIEW

The Executive Assistant to the Chief Executive Officer will provide executive support in a one-on-one working relationship. Will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Chief Executive Officer. Able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

ROLE AND RESPONSIBILITIES

- *Executive Support*
  - Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing credit card reconciliations; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
  - Consistently monitor and filter the CEO's email to ensure items are addressed and/or redirected appropriately in a timely manner.
  - Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
  - Communicates directly, and on behalf of the CEO, with Board members, donors, and others, on matters related to CEO's programmatic initiatives.
  - Be available to attend all evening board meetings and assist with Board relations.
  - Be available to attend multiple evening fundraising events located throughout all five of the regions: Jackson, Kalamazoo, Lansing, Saginaw, and Ypsilanti/Ann Arbor.
  - Researches, prioritizes, and follows up on issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
  - Provides a bridge for smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.

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- Works closely and effectively with the CEO to keep her well informed of upcoming commitments and responsibilities and following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO, some of which may have organizational impact
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

- *Senior Management Liaison*
  - Participates as an adjunct member of the Executive Team including, but not limited to, assisting in scheduling meetings and attending all meetings.
  - Assists in coordinating the agenda and meals (lunch, snacks, beverages) of senior management team meetings and all-staff meetings.
- Uphold and promote the highest standards of the company culture.
- Be willing to work evenings and weekends as determined by CEO.
- Assist in the process of creating a council-wide standards and procedures for all departments.
- Participate in staff development opportunities including monthly book clubs and trainings.
- Assist with regional building needs including completion of weekly kapers (chores).
- Will work with the administrative team to assist in covering the phones to ensure customers are receiving high quality service and their needs are met. Will attend monthly administrative team meetings.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree in business or related field preferred or experience commensurate with degree.
- Preferably three years of related experience with a non-profit organization.

KNOWLEDGE/SKILLS/ABILITIES

- Prior non-profit experience preferred.
- Excellent oral and written communication skills to work in team environment, ability to provide professional customer service, have a willingness to accept new responsibilities and handle multiple projects.
- Ability and initiative to work independently, multi-tasking and work well with all levels of volunteers/staff on an as-needed basis.
- High level of professionalism is a must.
- Highly resourceful team-player with the ability to also be effective independently
- Strong human relations, problem solving, and conflict management skills required both in person and on the telephone when speaking with volunteers, staff, and organizations throughout the community served.
- Must be creative and enjoy working within an environment that is mission-driven, results-driven and community oriented.
- Proven to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response.

- Willing to become a member of Girl Scouts of USA.
- Able to lift and/or manipulate up to 25 pounds.

BENEFITS

- Medical, Dental, Vision
- Life
- Disability
- Flexible Spending Accounts
- 403(b)
- Vacation
- Sick
- Personal Leave
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.