

### Position Descriptions

<b>Job Title:</b>	Executive Assistant to the President/CEO	<b>Date:</b>	Sept 2021
<b>Department:</b>	President's Office	<b>Last Updated:</b>	Sept 2021
<b>Reports To:</b>	President		
<b>Status:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	<b>Classification:</b>	<input type="checkbox"/> 10 months <input type="checkbox"/> 11 months <input checked="" type="checkbox"/> 12 months

#### POSITION SUMMARY:

Reporting directly to the President and CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as a liaison to the board of directors and the President's Leadership Committee; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small environment that is mission-driven. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

#### MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

#### PRINCIPAL RESPONSIBILITIES:

##### Executive Support

- Completes a broad variety of administrative tasks for the President & CEO including: managing an extremely active calendar of appointments; completing expense reports; and composing and preparing correspondence that is sometimes confidential;
- Communicates directly, and on behalf of the President and CEO, with Board members, donors, Foundation staff, and others, on matters related to CEO's programmatic initiatives.
- Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior administrative staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

## Board Support

- Serves as the President's administrative liaison to the Board of Trustees
- Maintains discretion and confidentiality in relationships with all board members
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
- Maintain the Board of Trustees Board Portal
- Record and compose meeting minutes
- Schedule general board meetings and committee meetings

## Other

- Perform other related duties as assigned by the President/CEO

## **JOB REQUIREMENTS:**

### EDUCATION:

- Bachelor's degree

### EXPERIENCE:

- Strong work tenure: five years of experience supporting Executives, preferably in a non-profit organization
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

### Qualifications:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, parents and donors
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions