



POSITION DESCRIPTION

Executive Assistant to President and CEO

ABOUT URBAN TRIAGE, INC.

Urban Triage, Inc. is on a mission to empower Black families while mobilizing community resources and distributing them to those most in need. At the same time, we engage systems in implementing systematic, sustainable, equitable, and clinically sound approaches to health behavior and prevention. We are poised to do this through education, community support services, and advocacy that systematically reduces and eventually works to eliminate barriers such as inadequate education, lack of access to resources, and class and health disparities. Our goal is to promote positive health outcomes and reduce significant health disparities at the community level. We do this through meeting basic needs and then engaging communities through educational opportunities and effective advocacy at multiple levels. We stand in the gap for those most in need through advocacy, transformative education, and critical coordinated services between partner organizations, city officials, and community resources. Most critically, with the community's trust and track record to carry out the work.

JOB DESCRIPTION

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 senior management teams; 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, entrepreneurial environment that is mission-driven and community oriented. 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 under pressure at times to handle a wide variety of activities and confidential matters with discretion.

The Executive Assistant will be responsible for running business errands, maintaining ongoing business files, transcribing, note-taking, responding to emails, scheduling, research, working with the administrative team to set up meetings, return calls and emails, create files, assist with bookkeeping, create outgoing correspondence, and assist the CEO in whatever capacity necessary to assure productivity. The ideal candidate for this position is a self-starter who can work well in a fast-paced environment with little instruction. We are looking for an experienced, responsible Executive Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work one-on-one with the CEO on a variety of tasks related to assisting the CEO in maintaining a work/life balance.

Duties will include developing structures and SOP's for the CEO to follow; anticipating the needs of the CEO, making sure she has everything she needs for every meeting, appointment, workshop, and training. Including agendas for every meeting, slide decks, equipment, etc.

ROLES AND RESPONSIBILITIES

Executive Support

- Completes a broad variety of administrative tasks for the President and CEO including, but not limited to coordinating an active calendar of appointments; completing expense reports; composing and preparing correspondence that is confidential in nature; arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- 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 President and CEO with donors, 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 management staff.
- Works effectively with the CEO to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having sense for the issues taking place in a work environment, keeping the President updated.
- Provides leadership to build relationships crucial to the success of organization and manages a variety of special projects for the President, 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 matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

- Anticipates the needs of the CEO by making sure the CEO has everything needed and necessary for every meeting, workshop, and/or training including, but not limited to, preparing agendas for every meeting; creating slide decks necessary for meetings, trainings, etc.; ensuring equipment is set up and ready; research organizations and meeting participants so CEO understands who the meeting is with and what it is about; and all other foresight necessary to assist and support the CEO in the management of their day
- Attends meetings, conferences, etc. on behalf of CEO when either CEO or COO are unable to attend and represent Urban Triage, Inc.
- Serves as the CEO's administrative liaison to Urban Triage, Inc.'s board of directors and adheres to compliance with all applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format

SKILLS AND REQUIREMENTS

- High School Diploma required; Associate's or Bachelor's degree preferred
- Minimum of three (3) years of administrative assistant experience, preferably executive level
- Proficiency with Google products (Google Docs, Drive, Sheets, etc.), Microsoft products (Word, Excel, PowerPoint, etc.), internet navigation and research, ability to and maintain databases and complex spreadsheets, and experience with project management software.
- Must be a resourceful self-starter who can work independently and work on multiple projects simultaneously while dealing with multiple interruptions
- Must have absolute integrity, sound judgment, and the ability to maintain a high degree of confidentiality
- Must be highly analytical and accurate with excellent attention to detail
- Must have good organizational and time management skills, as well as, have the ability to meet deadlines with appropriate attention to detail in a fast-paced environment
- Strong oral and written communication skills; must be comfortable speaking in front of groups
- Must have a strong customer focus and demonstrate the ability to build relationships internally and externally with a focus on meeting or exceeding service expectations

HOW TO APPLY

Complete the Employment Application located on Urban Triage, Inc.'s website by clicking the link below.

[Executive Assistant Employment Application](#)

Women and minorities are encouraged to apply.