

United Way of Racine County Job Description: Executive Assistant

Position:	Executive Assistant
Status:	Non-Exempt Position
Hours:	Part-time, 25 hours per week, flexible schedule
Core Function:	Provides a wide range of administrative support to the President/CEO and board operations.
Reports To:	President/CEO
Direct Reports:	None

Primary Responsibilities: Enhances President/CEO's effectiveness by providing information management support. Provides high-level administrative support and have the ability to work well with all levels of internal management and staff, volunteers, donors, community stakeholders and vendors. Conducts research and prepare reports that influence company policy. Handles information requests and performs clerical functions such as preparing correspondence, arranging conference calls and scheduling meetings for the President/CEO. Sensitivity to confidential information is required.

Specific duties, including but not limited to:

- Provide administrative support of a highly complex and responsible nature to the President/CEO and other staff as delegated by the President/CEO.
- May research background material and collect data for reports, presentations and correspondence.
- Assume receptionist duties, greet public and refer them to appropriate staff; answer phone, route calls and act accordingly.
- Exercise judgment to reflect executives' style and company policy.
- Carry out assignments relating to committee activities. This includes managing board administration such as coordinating meetings and events; recording minutes; maintaining board records and drafting agendas, reports and materials.
- Manage the President/CEO calendar as needed; scheduling appointments, accommodating shifting priorities, negotiating schedules and providing related briefing information and/or materials.
- Sort/route mail.
- Order any and all organizational supplies.
- Manage correspondence and files, routine communications and expense reports for President/CEO as needed.
- Actively steward volunteers and high-level relationships of the President/CEO, such as email reminders regarding meeting dates and times, providing further information for decision making, providing timely data and coordinating with other departments to develop and distribute data.
- Act as intermediary between the President/CEO and public officials, business leaders and other organizational personnel, key volunteers, senior staff, volunteers and staff of United Way Worldwide and Presidents/CEOs of other local United Ways.

- Participate constructively in the major events of United Way of Racine County, including leadership and donor recognition events and similar gatherings.
- Assist with the hiring process, including posting open positions online, printing resumes, scheduling interviews, and communicating with candidates.
- Oversight of phone system
- Oversight of office keys and door codes
- Oversight of Imagination Library participate registration, monthly welcome emails, graduation postcards and monthly reporting

Competencies.

The position must model the competencies expected of all United Way staff:

- **Mission Focused.** Employee's top priority is to create real social change that leads to better lives and healthier communities. This drives employee performance and professional motivations.
- **Relationship Oriented.** Employee understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator.** Employee understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven.** Employee is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward.** Employee is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Values.

The position must model and support the values of the organization:

- **Commitment to Community Success.** Make a positive difference and have a measurable impact of enduring consequence.
- **Leadership.** Provide strong leadership and act as a catalyst for promoting positive change in our community.
- **Inclusiveness.** Aspire to involve every segment of the community in every aspect of work.
- **Integrity and Accountability.** Act with integrity that justifies trust.
- **Innovation.** Value innovation in community building to affect positive change.

Behaviors.

To perform the job successfully, an individual should demonstrate the following behaviors:

- **Attendance/punctuality.** Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.
- **Relationship Building.** Strong relationship building skills and ability to work effectively with United Way of Racine County donors, volunteers, agencies, and community representatives.
- **Communication.** Excellent verbal and written communication skills, with the ability effectively to communicate in a variety of ways. Strong interpersonal communication skills.
- **Ethical.** A commitment to professional ethics and ability to handle sensitive and confidential information.

- Team Work. Ability to interact with internal clients.
- Planning/Organizing. Good organizational skills with an ability to prioritize multiple tasks. Strong project management skills.
- Flexibility. Ability to adjust to unexpected assignments, difficulties, and work deadlines.
- Personable and Professional – inspire through knowledge, demeanor and uncompromising integrity
- Analytical. Adept at in working with market research, campaign data, calculations, and situation assessment in current and potential markets
- Competitive. A desire to win; and wants team to win, as a coach and a player.
- Intelligent. Capacity to understand complex issues adding value in the ongoing development of the community impact agenda
- Genuine. Strong sense of emotional intelligence and calmness under stress.
- Quality. Demonstrates accuracy and thoroughness.
- Quantity. Meets productivity standards; completes work in timely manner. Works hard, works smart, works fast and gets results.

Qualifications.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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/Experience.

- Associate's degree or Bachelor's degree preferred, and minimum of three years' experience in a similar position.
- Willingness to work varied hours including evenings and weekends as needed.

Computer Skills.

Knowledge of basic computer hardware and software applications including email, Internet and must be proficient in Microsoft Office.

Supervisory Responsibilities.

None.

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

Benefits and other compensation: United Way offers an attractive salary, excellent benefits that include, vacation and other paid time off, life insurance, retirement plan, and much more. United Way of Racine County is an Equal Opportunity Employer.