



## **ADMINISTRATIVE ASSISTANT**

### **NON-EXEMPT**

### **AT-WILL**

The incumbent of this position serves as Administrative Assistant to the Executive Director (and National President) of The Links, Incorporated and The Links Foundation, Incorporated.

### **SUMMARY**

The Administrative Assistant will be responsible for the coordination of activities (operations and planning) and ensuring timely flow of information to and from the executive office. The incumbent handles details of a highly confidential and critical nature and must function efficiently and effectively in a fast-paced professional environment. S/he must have a proven ability to independently manage multiple tasks and projects with competing priorities and deadlines; screen and prioritize communications from external and internal sources; and, organize and maintain administrative processes. In addition, s/he will be responsible for coordinating and preparing Executive Council (Board of Directors) presentations and packets, and, work with and bring together cross-functional coordination between programs and departments. The ideal candidate will be dynamic, highly energetic, organized, and able to support cross-functional coordination in a fast pace environment and possess excellent judgment. S/he will be required to be available during regular business hours, evenings and/or weekends or as needed to provide support and assistance to the Executive Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage external contacts for the Executive Director, proactively understanding who they are, which are priority contacts and keeping track of all communications.
- Ability to anticipate the Executive Director's needs and proactively bring together appropriate people and resources to support the executive in addressing issues.
- When the Executive Director or National President chairs meetings, prepare agendas in advance, assist with and provide research/background information, develop content, create presentations and coordinate meetings.
- Manage the daily schedule of Executive Director and National President, ensuring that she knows her schedule 48 hours in advance, keeping appointments and meetings on time, or changing schedules when necessary.
- Develop and maintain a system that alerts the Executive Director and National President of upcoming deadlines on incoming requests or events.
- Process/compose correspondences/reports for the Executive Director and National President.
- Manage travel arrangements for the Executive Director and proactively coordinate the pre-planning of trips with various internal departments; including arranging appropriate travel, visas, agendas and necessary contacts, country information, and other necessary preparations.

- Act as the lead in preparation for quarterly Board Meetings; including tracking, monitoring and following the progress of open action items, drafting the agenda, setting the timeline for Board material preparation, producing final drafts of all documents and preparing accurate Board minutes at each meeting.
- Manage relationships with Executive Council members; including making travel arrangements if needed, expense reimbursements, and meeting logistics, and acting as a first point of contact for Executive Council queries.
- Understand organizational policies and procedures necessary to ensure appropriate decision-making protocols are followed.
- Collaborate with colleagues to recommend most efficient and cost-effective ways to complete tasks. Apply and share knowledge gained about work processes and resources; Effectively manage conflicting priorities; thus, organize your workflow and work with colleagues to accomplish and balance workloads.
- Ensure that various administrative tasks are done in an effective and efficient manner; including copying, reviewing outside mail, drafting correspondences, screening phone calls when requested, and maintaining executive files as needed.
- Anticipate the needs of the Executive Director and act accordingly.
- Act as the Executive Director's representative and ambassador to external constituents as directed.
- Handle administrative issues and routine issues independently and take responsibility for completing tasks on time; anticipate needs and respond to changing situations and encourage others to do the same.

### **EDUCATION and/or EXPERIENCE REQUIREMENTS**

- Associates' degree or equivalent experience.
- Minimum 4-6 years of equivalent work-related experience supporting high-level executives and experience working with Board of Directors, necessary.
- Demonstrated ability to handle confidential information appropriately.
- Highly proficient in Microsoft Office (i.e., Word, Excel, PowerPoint, Outlook).
- Extensive experience in administrative preparation of board presentations.
- Experience using virtual platforms to schedule and conduct meetings.
- Excellent written and verbal communication skills. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Ability to stay focused, efficient and effective in managing multiple priorities.
- Professional demeanor and ability to defuse emotional situations in a calm manner.
- Strong interpersonal skills and good judgment.
- Proven ability to work independently to achieve accomplishments.
- Ability to communicate effectively with all levels of employees and outside contacts.
- Mature, energetic with a 'let's roll up our sleeves' attitude.
- Proven ability to effectively collaborate with internal teams, cross-functional teams, and external parties.
- Ability to provide after hours and flexible support a must.
- Ability to travel 5%.