



Executive Assistant to the CEO Job Description

The Role:

The Executive Assistant reports directly to and with the Executive Director / CEO. The successful candidate will be committed to the mission and excited for the opportunity to leverage their organizational and interpersonal skills in support of WestCOP's work in a position that provides visibility into strategic and programmatic decision making.

Primary Responsibilities:

Executive & administrative support

- Serve as the primary point of contact for the Executive Director / CEO, often responsible for acting on his behalf, with key stakeholders and partners, including the Board, staff, donors, funding agencies, and partners
- Manage the Executive Director / CEO's calendar and all scheduling, including preparation of materials
- Prepare a variety of reports and assist with data transfer both interagency and externally as appropriate
- Communicate on behalf of the Executive Director / CEO as needed, including drafting personal correspondence and remarks
- Proactively cultivate and steward relationships with key stakeholders and partners
- Manage key aspects of the agencies global data repository
- Responsible for monitoring and facilitating key aspects of CSBG compliance
- Responsible for confidentiality in all matters with the performance of duties
- Be fully informed of all programs and activities
- Assist with strategic talent recruiting for the agencies open positions
- Serve a key role in audit readiness for the agency
- Serve a key role in agencies procurement team

Board of Directors, Policy Council, & Advisory Council support

- Serve as the administrative liaison to the Board of Directors, Policy Council, and Advisory Councils
- Schedule, plan, and execute as needed all Board, Board Committee, and Policy Council meetings in a timely manner. This includes preparation and dissemination of Board Minutes and briefing materials
- Maintain discretion and confidentiality in relationships with all Board and Advisory Council members
- Assist with the recruiting of qualified Board Members for recommendation to the Board Nominating Committee



Project management

- Provide comprehensive support for special initiative events and activities as determined by the Executive Director / CEO
- Assist with Human Resources in aspects of reporting and compliance
- Play an Integral role in project management & special tasks with the Executive Staff and Senior Staffers

Stakeholder in WestCOP culture

- Promote a positive, productive, and inclusive working environment, working collaboratively and cross-functionally with the WestCOP Executive & LEAN team
- Willingness to adapt to all other duties as assigned

Minimum Qualifications:

Some College or Business School Graduate, Four Years of Military Service (Honorably Discharged) with a concentration in Administration or Leadership, & 4-7 years of project management or project administration experience

Other Qualifications:

We recognize that people gain skills through a variety of professional, personal, educational, and volunteer experiences, and when reviewing applications, we take a broad look at the experience of each applicant. This said, we are most likely to be interested in your candidacy if you can demonstrate most of the qualifications listed below:

- Personal commitment to eliminating poverty in communities
- Previous experience as an Executive Assistant
- Excellent writing skills and impeccable attention to detail
- Ability to work in a fast-paced environment, agility to multi-task, and strong prioritization skills
- Strong interpersonal skills, professionalism, and positivity, in a very public facing role, with comfort interacting and supporting individuals of a variety of backgrounds
- Ability to manage by influence and build strong internal and external relationships
- Ability to work independently and proactively, synchronizing rapidly to anticipate the Executive Director / CEO's needs
- Ability to give and receive timely feedback
- Skilled in use of Outlook, PowerPoint, Excel, Word
- Ability to type above 60 wpm
- Being multi-lingual is not a requirement for the role but is recognized as an asset
- Current Notary Public commissioned by the State of New York or willingness to take the NYS Notary exam