



JOB DESCRIPTION

JOB TITLE: Executive Assistant, Part-Time

About Us:

Since 1967, United Way of Northern Arizona, in collaboration with valued partners, has been dedicated to serving Northern Arizona. We coordinate efforts and leverage resources to empower and support youth through initiatives focused on Early Childhood Development, Positive Youth Development, and Safety & Security.

POSITION SUMMARY:

The Part-Time Executive Assistant provides one-on-one administrative support to the President & CEO. Reporting directly to the President & CEO, this role encompasses a variety of responsibilities, including managing schedules, tracking tasks, coordinating meetings, supporting special projects and serving as a liaison to other staff, board members, volunteers, and stakeholders.

The Executive Assistant will be a proactive, resourceful professional who thrives in a dynamic, fast-paced environment. As a key partner to the President & CEO, this individual will play a crucial role in enhancing their effectiveness and driving their success. They must be excellent verbal and written communicators, possess good judgment, creativity, organizational skills, a talent for anticipating needs, exercise confidentiality, and be committed to supporting the President & CEO in achieving organizational goals.

POSITION RESPONSIBILITIES

General Duties:

- Partner closely with the President & CEO to inform them about upcoming commitments and responsibilities.
- Create daily reports outlining tasks, meetings, and required actions to keep the President informed and organized.
- Schedule meetings, appointments, and events for the President and CEO.
- Prioritize and coordinate calendar activities, including resolving scheduling conflicts and ensuring efficient time management.
- Manage all incoming and outgoing communications, including emails, phone calls, and written correspondence.
- Monitor, prioritize, and respond to emails on behalf of the President & CEO, ensuring timely and organized communication handling while maintaining professionalism and confidentiality.
- Stay attuned to relevant issues and developments in the organization and provide timely updates to ensure the President & CEO is aware of

critical matters.

- Draft, proofread, and edit various documents, including emails, reports, and presentations, utilizing Word, Excel, PowerPoint, and other relevant software.
- Act as a liaison between the President & CEO, facilitating effective interactions and information flow between the staff, board members, donors, volunteers, partners, and other stakeholders.
- Organize and coordinate meetings, including preparing agendas and distributing meeting minutes and materials.
- Prepare board reports, promptly notify board members of meetings, and maintain board records.
- Manage and organize all logistical aspects of meetings and events, including venue selection, setting up audiovisual needs, catering arrangements, and attendee coordination.
- Plan and coordinate travel arrangements for the President & CEO, including booking flights, accommodations, and transportation, and prepare detailed itineraries.
- Process expense reports, invoices, and other financial documents.
- Support special projects and research as assigned by the President & CEO.
- Maintain and organize files, records, and documentation.
- Respond promptly to emails, texts, and phone calls, ensuring timely and effective communication.
- Perform special assignments and other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of standard office principles and practices.
- Computer skills: Typing Word documents/letters, creating Excel spreadsheets is required. Advanced computer abilities using standard PC-based office equipment are also required.
- Knowledge and skill in Microsoft software programs Outlook, Word, Excel, PowerPoint, Publisher, Teams, Office 365, and an aptitude for learning new software and systems.
- Excellent written and verbal communication skills.
- Strong time management skills and an ability to organize and coordinate multiple projects.
- Ability to think critically and track important details.
- Ability to display the highest level of integrity and confidentiality.
- Must be able to work efficiently under pressure while handling a variety of activities and confidential matters with discretion.
- Maintains personal/professional competency and creates an environment of courtesy, respect, enthusiasm, and a positive attitude in all internal and external organizational interactions.

Minimum Qualifications:

- An associate degree is required, as well as two years of experience in an administrative role reporting directly to executives OR any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position.

Other:

- Valid Arizona driver's license, social security, and proof of current automobile insurance.

Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties, and skills required for the position.

Annual Salary: Salary is dependent on qualifications. The starting salary for this position is \$25,000. Part-time with the potential to transition to full-time. UWNA offers paid holidays, vacation, sick leave, medical insurance, and other benefits.

Application Process: The position is open until filled. To apply, please email a letter of interest and resume or vitae to uwna@nazunitedway.org, addressing it to UWNA Recruitment Team. Include the job title in the subject line. Review of applications will begin Monday, October 14, 2024.