Position: Executive Assistant

Status: Non-Exempt, full-time, some nights and weekends required

Reports to: CEO and COO

Job Description: The Primary responsibility of the Executive Assistant is to ensure that the CEO & COO’s time is maximized. The Executive Assistant will be immersed in every aspect of the organization’s day-to-day functioning and will spearhead special projects on behalf of the CEO and the COO.

Essential Duties and Responsibilities:

High Level Administrative Support – estimated time 55%
• Collaborate with the CEO and/or COO to plan, coordinate, and review materials related to the day-to-day administration of the organization.
• Maintain a variety of corporate records, as well as files for the CEO and COO.
• Work collaboratively with the CEO and COO to develop presentations for meetings.
• Prepare correspondence, memoranda, reports and coordinate donor thank you letters.
• Act as a personal assistant to both the CEO and COO, including but not limited to: managing incoming calls and emails, assist in managing calendars, travel arrangements.
• Assist in various HR related duties.
• Facilitate the approvals process to ensure appropriate signatures are obtained, including expense reports, coordinate company purchasing card and other accounts payables.
• Coordinate the production of reports required by Feeding America.

Support Board and Committee Relations – estimated time 25%
• Serve as the CEO’s administrative liaison to the Board and all Committees.
• Facilitate communication among CEO, Board and Committee Members and Senior Team as needed.
• Assist in planning and preparing for Board Meetings, committee meetings, conference calls and other meetings of the Board of Directors, including preparation of materials, logistical set-up, etc.
• Maintain records of Board roster, terms, service requirements and attendance, contact information, diversity matrix and calendar of meetings.
• Assist with the coordination of new Board Member orientation.

Hospitality/Meeting Coordination – estimated time 10%
• Serve as the staff liaison for all internal and external meetings and third-party events.
• Invoice outside groups as needed and receive payments.
• Manage the scheduling and use of all CFBEO meeting spaces.
• As needed, support important events by tracking RSVP’s and ensuring the CEO has a list of VIP attendees.
• Provide oversight of supplies and hospitality related items in the Board Room and other various meeting rooms.
• Secure staff meeting dates and holiday schedule from Chief Human Resource Officer, add to facility calendars as needed. Coordinate staff meeting agendas.

Other Duties – estimated time 5%
• Provide back-up front desk support as needed.
• Work on other projects or duties assigned by the CEO and/or COO as deemed necessary.

Qualifications:
• Bachelor’s degree preferred with 7-10 years of experience supporting Executive Leadership.
• Expert level written and verbal communication skills, strong decision making ability and a high level of attention to detail and follow-through.
• Excellent Customer Skills
• Ability to maintain confidentiality in all aspects of the job.
• Proficient in Microsoft Office products, especially Word, Excel, PowerPoint and Outlook.
• Be a Public Notary in the state of Oklahoma or be able to obtain within first 6 months of employment.
• Must be proactive, adaptable, and flexible.
• Ability to work both independently as well as in a team.
• Ability to quickly build expertise in new areas and projects.
• Must be friendly, courteous, have a positive attitude, diplomatic demeanor, be able to represent the Food Bank and executive leadership in a professional manner and forge positive relationships with key stakeholders.

**Additional Requirements:**
• Valid Oklahoma driver’s license, insurance, and use of personal vehicle.
• Must be able to perform the essential duties and responsibilities with or without reasonable accommodation: Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend, write, count, read, speak, analyze, alphabetize, lift and carry 25 lbs., perceive depth, sit for extended periods, use a computer, work with others, work alone, work protracted or irregular hours and travel by car, van, bus and airplane.
• Successful candidate must satisfactorily pass a drug screen and background check.

Jan 2021