Executive Assistant
Job Description

POSITION: Executive Assistant
DEPARTMENT: Executive Administration
REPORTS TO: President & CEO

POSITION SUMMARY:

The position is responsible for maintaining and assisting smooth executive and administrative support of the CEO’s office with a secondary focus to support other leadership team members. This person represents a professional image of MCFB to all partners, visitors, and donors and maintains professional business relations with staff and outside contacts.

DUTIES AND RESPONSIBILITIES:

- Maintain daily calendar, schedule meetings/travel arrangements, reconcile expenses and oversee administrative tasks for the President/CEO and executive team.
- Schedule, organize, and manage meetings, meetings, and record minutes as needed.
- Provide administrative support for the Board of Directors; schedule meetings, create agendas, post reports, record meeting minutes, maintain member directory, order catering, plan board events, create orientation materials and update policy documents.
- Support the Executive Leadership Team when they need assistance scheduling meetings that involve the CEO.
- Attend scheduled Leadership Team meetings, maintain agendas and meeting minutes
- Communicate and coordinate with President & CEO, and leadership team regarding meetings, events, and community relations activities.
- Manage deadlines as assigned to departments by CEO
- Create and organize files/binders
- Take or make calls on the President & CEO’s behalf.
- Manage CEO stewardship outreach.
- Create and update electronic documents and Information for internal or external communications – memos, emails, presentations, and reports.
- Travel in county to complete errands to support the mission of the Food Bank.
- Create, reconcile, and maintain documents for expenses, travel arrangements and purchases to submit weekly/monthly to finance.
- Organize, maintain, and order general office supplies.
- Support and coordinate meeting rooms and space.
- Coordinate and assist with office equipment maintenance and inventory.
• Support MCFB in all departments with additional duties and projects as assigned by the President & CEO.

KNOWLEDGE AND SKILLS REQUIRED:

• Excellent written and verbal communication skills
• Ability to manage multiple responsibilities simultaneously.
• Advance Office 365 – Outlook SharePoint, Word, Excel, PowerPoint,
• Adept in electronic and paper filing systems
• Trustworthy: ability to maintain a high level of confidentiality, professionalism, and integrity.
• Attention to detail; through, accurate, organized, and productive.
• Professional, Adaptable, and Collaborative
• Ability to multitask and prioritize tasks and anticipate needs of CEO
• Excellent time management and organization skills.
• Problem Solver
• Exercise independent judgment

QUALIFICATIONS:
Bachelor’s degree (preferred)
2-4 years’ experience in executive and/or administrative support

TRAVEL REQUIREMENTS
Travel: Yes – mostly in-county
If yes, up to 20% of the time
Valid Texas Driver's license

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Full-time position
• Duties are performed indoors, outdoors and in an office environment
• Interaction is required with other personnel, clients, and other external parties

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.
• Most functions are performed while seating at a desk or standing up
• Individual shall require standing for longer periods
• On a regular day individual might be required to lift up to 40 lbs. of weight (i.e. document files, copy paper, packages, food boxes etc.)

DISCLAIMER:
Montgomery County Food Bank is an Equal Opportunity Employer and employment “at will” organization. This job description does not imply or constitute an offer of employment.