

## Job Description: Executive Assistant to the President/CEO



**Status:** Full-time

**Salary:** \$55,000-65,000, depending on experience

**Location:** Home office, St. Paul, MN

**Reports to:** President/CEO

### Position overview

The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President/CEO. They serve as a liaison to executive leadership, including the board of directors and management teams; organizes and coordinates executive outreach; and oversees special projects.

### About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

### Core responsibilities

- Executive Support
  - › Completes a variety of administrative tasks for the President/CEO including:
    - Preparing correspondence that is sometimes confidential
    - Managing an active calendar of appointments
    - Completing expense and credit card reports
    - Composing and arranging detailed travel plans, itineraries, and agendas.
  - › Works closely and effectively with the President/CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
  - › Works closely and effectively with the Executive Leadership Team, providing administrative/project support as requested and available.
  - › Provides a bridge for smooth communication between the President/CEO's office and internal departments; demonstrating leadership to maintain credibility, trust, and support with senior management and other staff.
  - › Communicates directly, and on behalf of the President/CEO, with Board members, donors, and others, on matters related to the President/CEO's priorities and initiatives.

- › Successfully completes deliverables in a timely manner, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the President/CEO's ability to effectively lead the organization.
- › Prioritizes conflicting needs. Handles matters expeditiously and proactively. Follows through on projects to successful completion, often with deadline pressures.
- › Assists in the planning, coordination, and implementation of special events, such as fundraisers, anniversary celebrations, etc.
- › Supports/backups the front desk if needed.
- › Performs other duties as requested. Oversees the submission of pre- and post-award grants in government online portals/systems.
- Board support and liaison
  - › Serves as the President's administrative liaison to the board of directors.
  - › Supports the President and the board by ensuring board minutes are taken and finalized; meeting schedule and logistics are set; refreshments/meals, if needed, are provided; and materials are distributed in advance.
  - › Assists board members with board meeting/retreat travel arrangements, lodging, and meal planning as needed.
  - › Maintains discretion and confidentiality in relationships with all board members.
- Senior management liaison
  - › Participates as an adjunct member of the executive leadership team, including assisting in scheduling meetings and attending all meetings.
  - › Assists in coordinating the agenda of senior management team meetings, the all-staff meetings, and any off-site meetings for the President/CEO.
- Communications and outreach
  - › Ensures that the President/CEO's bio is kept updated and responds to requests for materials regarding the President/CEO and the organization in general.
  - › Edits and completes first drafts of written communications to external stakeholders and submits to President/CEO for review/signature. Coordinates final reviews with the Communications/Marketing Department as appropriate.
  - › Represents the organization during community projects or other gatherings as designated.
- Strategic initiatives
  - › Works with other staff teams, including Program, Fund Development, Communications/Marketing, and Finance in coordinating the President/CEO's outreach activities and key partnerships.
  - › Follows up on contacts made by the President and supports the cultivation of ongoing relationships.
  - › May conduct research (within skills and expertise) to assist with projects or inquiries. Supports the capacity building of managers and others involved in grant management and implementation.

## Qualifications

- Education and experience requirements
  - › Bachelor's degree in Business Administration or related field preferred.
  - › Strong work tenure: at least five years of experience supporting executive-level staff, preferably in a nonprofit organization.
  - › Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
  - › Ability to work independently on various projects, from conception to completion, handling a wide variety of activities and confidential matters with discretion.
  - › Creativity paired with strong judgement and organizational skills.
  - › Experience and interest in internal and external communications, partnership development, and building strong working relationships.
  - › Expert level written and verbal communication skills; bilingual proficiency in English and Spanish, including speaking, reading, and writing preferred.
  - › Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat, and social media web platforms.
  - › Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
  - › Strong community awareness and astuteness.
  - › Experience working with, or strong understanding of, Latin@ communities.
  - › Ability to successfully navigate in a fast-paced, outcomes-driven, and entrepreneurial environment.
  - › Demonstrated commitment to the values of diversity, inclusion, and empowerment.
- Physical requirements
  - › Prolonged periods sitting at a desk and working on a computer; regularly stand and walk within the office setting and building complex; occasionally work at an off-site location.
  - › Ability to lift up to 25 pounds occasionally .
  - › Vision abilities include close vision, color vision, peripheral vision, and depth perception.
  - › Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Work environment**

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

## **Travel requirements**

There may be some occasional local travel required. Mileage is reimbursed.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description. Esperanza United offers a highly competitive salary and benefits, commensurate with experience and skills.

## **To apply**

Please send a resume and cover letter that includes how your skills and experience meet the qualifications of the position to Deb Emery at [demery@esperanzaunited.org](mailto:demery@esperanzaunited.org). Applications will be reviewed on a rolling basis with a priority for those submitted by March 25, 2022. The position will be open until filled.