



Executive Assistant

REPORTS TO: Chief Operations Officer

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia

I. Position Summary

The Executive Assistant (EA) is a full-time position of the Children's Trust of South Carolina. This position provides executive-level administrative and organizational support to assist operations. They will work with senior leadership and administrative staff to plan, organize, and implement administrative support systems. This position must maintain an efficient and effective running office and provide day-to-day management of facility. S/he should have the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. Ability to handle high workloads, competing demands, vague assignments, interruptions, and distractions with poise and ease. Extensive software skills are required, as well as Internet research abilities and strong communication skills.

II. Duties and Responsibilities

Manage office operations and procedures, to include controlling correspondence, designing filing systems, reviewing and approving supply requisitions, managing clerical functions and working to continuously improve the quality of support by devising new applications, updating procedures, and evaluating process results with users.

Serve as administrative liaison with Board of Directors and provide administrative support to board members as needed; coordinate, compile and distribute up-to-date board materials; manage the board portal; coordinate, schedule and prepare for all Board related meetings and retreat; prepare meeting room, take and prepare minutes for board.

Manage and schedule external and internal meetings for the CEO and for board members

Represent the organization by welcoming and addressing all questions of visitors and agency phone calls; collect and distribute all mail.

Use discretion and independent judgment in handling confidential and sensitive information relating to senior leaders', human resource, donor and finance responsibilities; maintain highly confidential executive and Board files and correspondence; support senior leaders with travel arrangements and reconcile travel expenses and reimbursements of CEO.

Assure accuracy and integrity of the donor systems and support data input; fulfill data & reporting requests, including the production of donor lists, regular progress reports and extractions of data from the database for analytical purposes.

Support finance activities including reconciliation of office procurement cards, deposits and mailing payables, maintaining office petty cash

Schedule staff rental cars as requested. Be primary liaison between rental company vendor and Children's Trust.

Schedule and coordinate human resource interviews.

Assist with research and cost comparisons for vendors to maintain cost effectiveness and quality, including technology and computer support.

Maintain inventory of office supplies and order supplies by identifying needs for staff and office.

Oversee all maintenance of office equipment, keep the fixed asset inventory current and tag all fixed assets; manage contract activity including complete files of warranties and service agreements; maintain accurate records of the condition of the equipment and create a schedule of regular evaluation of equipment and facility.

Maintain office technology and upgrades including phones, computers, and internet; serve as primary liaison with external IT support.

Facilitate the scheduling, coordination of all staff and special called meetings.

Coordinate all maintenance of physical office space with leasing agents.

Manage the flow of contracts, ensuring that they are processed, and information is disseminated correctly.

Coordinate volunteer communication, placement, and support.

Work very closely with other administrative/program assistants to ensure office protocol and procedures are followed, synergetic and not duplicated.

Identify, recommend, and implement solutions to departmental operations process issues; maintain stakeholder confidence and protect operations by keeping information confidential.

Complete special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; relentlessly prioritize based on evolving opportunities and challenges; adjusting plans; monitoring progress; and problem-solving.

Perform other duties and responsibilities as requested with a professional and positive attitude, and team spirit.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

III. Qualifications

Have a bachelor's degree in business administration, or equivalent business experience.

Work independently and set priorities; act effectively and efficiently under pressure; solve problems and exhibit strong organizational skills.

Excel at details, manage and organize multiple projects and set priorities.

Embody excellent communication and interpersonal skills, having the ability to interact with internal and external contacts using diplomacy, tact and discretion.

Ability to handle ambiguity to achieve results with a high degree of accuracy while displaying resourcefulness and good judgment.

Follow through with all projects and assignments, follow timelines and meet scheduled deadlines.

Have good judgement, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items.

Occasional travel within South Carolina may be required.

Have proficiency in all Microsoft Products with specific skills in Excel; proficiency in Raisers Edge and Financial Edge a plus; ability to use SurveyMonkey, Trello, and SharePoint.

Children' Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required.