

**Executive Assistant**

*Provides high level administrative support to the President/Chief Executive Officer, Chief Financial Officer and Human Resource Executive.*

**Supervisor:** Chief Executive Officer / President

**Education/Qualifications:**

- Associate degree in Office Management /Office Administration or Organizational Management
- High School Diploma/GED **and** Executive Assistant Certificate
- Advanced proficiency with Microsoft Office Suite, Zoom, Teams and calendar management tools.
- Exceptional written and verbal communications skills
- Strong Organization skills with attention to detail
- Confident self-starter with excellent follow-through
- Comfortable working independently
- Proactive, resourceful, ambitious, and adaptable to competing demands.
- High degree of professionalism and judgement

**Key Functions:**

- Manage the President/CEO's calendar, schedule meetings, calls and travel accommodations for conference speaking engagements and trainings.
- Acts as a liaison between the President/CEO, executive team, senior leadership, frontline staff, clients, Board of Directors, and external constituents.
- Anticipate the needs of the President/CEO the needs of the President/CEO and Executive Team members and proactively complete tasks as they occur.
- Ability to cultivate and foster relationships, build trust and rapport, and ensure smooth communication with confidence and tact.
- Maintains absolute confidentiality and manages sensitive information with the highest level of discretion.
- Supports the CEO/President and Executive Team members in the preparation of meeting agendas and minutes; and recording of all Board resolutions.
- In the absence of Executive Team members, opens, receives, and sorts mail; distributes appropriately and acts on routine matters.
- Processes receipts, per diems, and mileage reimbursement for CEO/President and Executive Team members.
- Assist in preparing presentations, reports for board, and leadership meetings.
- Create staff business cards through Canva graphics design platform as requested.
- Receive and scan funding contracts; disseminate to applicable program and director.
- Review, proofread, and edit materials to ensure they are grammatically correct and in approved format.
- Ensure agency compliance as it pertains to Board governance, including disseminating (*via online Portal*) Board packets in advance of scheduled Board Committee and Board of Directors meetings.
- Develops and maintains an organized and efficient filing system.
- Agency contact for maintaining Arbor Housing and Development website in collaboration with Creagent Marketing.
- Acts as gatekeeper for Neighborworks America, i.e., annual and quarterly reporting as well as special events.

### **Arbor Housing and Development Expectations:**

- Report to work on time and work your scheduled shift, except in cases of emergency.
- In case of an emergency, contact your immediate supervisor and/or designee.
- Effectively discharge the key job functions of your job in accordance with Arbor best practice, and the most relevant, cost effective and prudent technology available; in an effort to provide efficient and reliable resources to each staff and program.
- Support a Non-Discrimination/Anti-Harassment/Sexual Harassment free work environment, foster a respectful environment and refrain from unprofessional conduct as referenced in the Personnel Policy Manual

### **Physical Demands / Environment**

- Bending, stretching, and standing for extended periods of time.
- Continuous mental and visual attention required.
- Otherwise sits, stands, walks, reaches with hands and arms.
- Lift, push or pull twenty (20) pounds.
- Professional Office Setting located at 26 Bridge Street Corning NY 14830, hybrid and/or remote when necessary.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential key job functions.

*Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.*