



## **Executive Assistant Job Description (Rev. 11-20-17)**

### **Healthy Start Coalition of Southwest Florida, Inc.**

The Executive Assistant serves as the primary point of contact for internal and external customers on all matters pertaining to the senior management team (Executive Director and Director of Finance and Contracts). The Executive Assistant also serves as a liaison to the Board of Directors; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. It is essential that the incumbent be able to handle confidential matters and documents with the utmost capability and discretion and to function effectively in a dynamic and fast-paced environment.

The Healthy Start Coalition of Southwest Florida is a nonprofit 501(c)(3) dedicated to reducing infant deaths and premature births, as well as promoting health and developmental outcomes for young children. Last year, we provided services to more than 14,000 pregnant women and young children. We have been providing services in Collier, Glades, Hendry, and Lee counties since 1992.

#### **FUNCTIONS:**

The essential functions of the Executive Assistant include, but are not limited to the following:

- Completes a broad variety of administrative tasks for the Executive Director including: managing her calendar of appointments, itineraries, and agendas; and compiling documents for travel-related meetings.
- Provides "gatekeeper" and "gateway" roles for the senior management team.
- Communicates directly with Board members, donors, staff, and others, on matters related to senior management initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the senior management team, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Manages a variety of special projects for the senior management team, some of which may have organizational impact.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Assists in the management of the day-to-day operations of the office.
- Performs light bookkeeping.
- Organizes and maintains files and records
- Takes minutes at Board meetings, and other meetings as assigned.
- Contributes to team effort by assisting with additional duties as assigned

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree preferred
- Strong work tenure in a related field: five to 10 years of experience
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point)



### **SPECIAL SKILLS AND PERSONAL ATTRIBUTES**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- 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

### **WORKING CONDITIONS**

- Regular travel throughout the 4-county service area is required.
- Position is located in Fort Myers, FL.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met in order to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Functions include, but are not limited to, the ability to:

- Talk and communicate sufficiently to exchange accurate information;
- Move about the office and out of office to various indoor and outdoor locations;
- Remain in a stationary position for extended periods; and
- Occasionally lift and/or move up to 10 lbs. and push or pull up to 5 lbs.

### **SALARY**

- \$35,000 - \$40,000

Equal Opportunity Employer