



Broward Housing Solutions - Executive Assistant Job Description

Classification: Nonexempt Salary Grade/Level/Family/Range: Business Support
Reports to: CEO
Date: July 6, 2017

Summary

The executive assistant provides high-level administrative support to CEO by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepare reports, memos, letters and other documents using word relevant computer software.
2. Record, type and distribute meeting minutes.
3. Plan, schedule and arrange business meetings, conferences, speaking engagements and press interviews.
4. Research, prioritize and follow-up on incoming issues and concerns addressed to the CEO and determine the appropriate course of action, referral, or response.
5. Develop and maintain annual calendar of key BHS initiatives, e.g., annual audits, annual lease renewals, etc.
6. Produce reports, presentations and briefs.
7. Coordinate site tours.
8. Draft press releases for CEO approval as well as media relations content, social media content and speaking proposals.
9. Coordinate CEO schedule to meet with key funding prospects.
10. Work with website designer as it pertains to website updates, maintenance, and listing new grant funders on website.
11. Develop calendar to assist CEO in the compliance with all grant reporting, as required by the terms and conditions of funding.
12. Maintain database of donors and ensure proper follow-up

Competencies

1. Communication Proficiency.
2. Time Management.
3. Collaboration Skills.
4. Personal Effectiveness/Credibility.
5. Flexibility.
6. Technical Capacity.
7. Stress Management/Composure.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Position Type and Expected Hours of Work

This is a part-time position. Days and hours of work TBD.

Travel

No overnight travel is expected for this position. There may be occasional local day travel.

Required Education and Experience

1. High school diploma.
2. Five years of administrative experience.

Preferred Education and Experience

1. Associate's degree or bachelor's degree.

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance (if applicable) N/A**AAP/EEO Statement**

Broward Housing Solutions provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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