
ASSISTANT TO THE CEO

Position Reports To: Chief Executive Officer

POSITION SUMMARY

The Assistant to the CEO provides support to the Chief Executive Officer and the Chief Operating Officer. In this role, the Assistant to the CEO will serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO office. The Assistant to the CEO supports executive outreach and external relations efforts on behalf of the CEO and the COO. This is a full-time position, exempt position eligible for full benefits including onsite parking.

PERSONAL TRAITS AND STRENGTHS

1. Highly Organized
2. Flexible
3. Customer service oriented
4. Willing to work flexible hours when necessary
5. Consistently on time
6. Excellent judgement
7. Confidential

KEY SKILLS AND EXPERIENCE

1. Excellent communication and people skills
2. Excellent relationship building
3. Works effectively with all stakeholders
4. Thinks logically with excellent attention to detail
5. Remains calm under high levels of stress
6. Manages multiple tasks simultaneously
7. Consistently meets timeframes and deadlines

KEY ROLES AND RESPONSIBILITIES

- Build relationships with clients, guests, and other stakeholders at a high level on behalf of the CEO and the COO.
- Provide general executive administrative support to CEO and the COO.
- Day-to-day management of CEO's and COO's calendar.
- Assist the CEO and COO in managing priorities.
- Coordinate meetings and logistics with internal and external clients and stakeholders.
- Prime administrator of the building calendar.
- Arrange CEB Board Meetings, record meeting minutes, and maintain official Board files.
- Draft internal and external communications in various mediums, including letters, email, PowerPoint, surveys, etc.
- Record meeting minutes, compile action items, and set reminders.
- Coordinate with HR to plan and implement staff events.

KEY ROLES AND RESPONSIBILITIES CONTINUED

- Support CEO and COO in staff morale and staff recognitions.
- Coordinate with HR to schedule new employee orientation meetings.
- Support the execution of CEB events and special projects as requested.
- Conduct research as requested on prospective corporate, foundation and individual donors.
- Coordinate travel arrangements and submission of expense claims for the CEO and COO.
- Update the CEO on key organizational issues when she is out of the office.
- It is expected that non-routine tasks and projects will come up that require the Assistant to the CEO to serve as the administrative coordinator and/or point person.

EDUCATION AND QUALIFICATIONS

- High School Diploma required; Associates Degree preferred.
- Must pass criminal background check.
- Excellent written and oral communication skills.
- Previous executive assistant experience preferred.

EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

TO APPLY

Please email a cover letter and resume to Human Resources, Attn: Aryn Barreiro at abarreiro@cebde.org with the subject line "Assistant to the CEO."