

---

## **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 Strategy 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 offices of the CEO and CSO. 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. Willing to work flexible hours when necessary
4. Consistently on time
5. Excellent judgement
6. Confidential

### **KEY SKILLS AND EXPERIENCE**

1. Excellent communication and people skills
2. Excellent relationship building skills
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**

- Support the CEO and CSO with day-to-day management of their calendars.
- Support the CEO and CSO in managing priorities, communicating with team members, and responding to requests.
- Build relationships with clients, guests, and other stakeholders at a high level on behalf of the CEO and the CSO.
- Provide general executive administrative support to CEO and the CSO.
- Day-to-day management of CEO's and CSO's calendar.
- Assist the CEO and CSO in managing priorities.
- Coordinate meetings and logistics with internal and external clients and stakeholders.
- 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.

- 
- Support CEO and CSO in staff morale and staff recognition.
  - 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 CSO.
  - Update the CEO and CSO on key organizational issues when 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: Laura Johnson at [ljohnson@cebde.org](mailto:ljohnson@cebde.org) with the subject line "Assistant to the CEO."

