

YWCA Alaska

JOB DESCRIPTION

JOB TITLE: Senior Executive Assistant **Class:** Exempt
DEPARTMENT: Administration **Salary:** Level 3 – 40,000+ DOE
SUPERVISOR: CEO/Executive Director **Work Schedule:** 8:30 a.m. – 5 p.m.

JOB SUMMARY: The Senior Executive Assistant will be responsible for the timely flow of information to and from the executive office and organization with high priority placed on donor and member recognition. S/he will have expertise in ACCESS. S/he will have a proven ability to independently manage multiple tasks and projects with competing priorities and deadlines, screen and prioritize communications and opportunities from external and internal sources, In addition s/he will be responsible for coordinating and preparing Board of Director packets and bring together cross-functional coordination between programs and department. S/he will be required to be available during regular business hours, evenings and/or weekends, on occasion/as needed to provide support and assistance to the CEO and Executive Staff. The ideal candidate will be dynamic, high-energy, organized, and function efficiently and effectively in a fast-paced professional environment with excellent judgment.

DUTIES & RESPONSIBILITIES: *** This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor.*

1. Serves as Executive Secretary to the CEO/Executive Director with high-level administrative support to the Management Team:
 - Manages the flow of information in and out of the Director’s office.
 - Records, prepares and distributes minutes for staff and Advisory Board meetings.
 - Provides information and logistical support to staff and Board members at the request of the Director.
 - Manages the daily schedule of CEO/Executive Director, ensuring that she knows her schedule 24 hours in advance and keeping appointments and meetings on time or changing schedules when necessary.
 - Develop and maintain a system that alerts to upcoming deadlines of YWCA Alaska events.
 - Act as the lead in preparation for monthly Board Meetings, including Board packet preparation, tracking, monitoring and following the progress of open action items, maintaining Board Book, and producing accurate Board minutes at each meeting.

- Process and maintain expenses for CEO/Executive Director.
2. Manages funder, donor and membership records and recognition:
 - Coordinates donor, member and volunteer lists through Results Plus and Constant Contact database.
 - Manages funding matrix in conjunction with CEO/Executive Director.
 - Manages organization's annual membership drive, including direct mail, individual and internet-based solicitations.
 - Assist CEO/Development Director with oversight of donor recognition, thank you letters, personal correspondence.
 - Prepares and sends out bi-monthly member newsletter.
 - Handle confidential information in a professional and discreet manner.
 3. Provides administrative support for office management.
 - Performs administrative tasks such as preparation of bank deposits.
 - Receive, screen and/or route all incoming telephone calls, publications and correspondence.
 - Assist bookkeeper on all accounts payable and payroll needs.
 - Coordinate all electronic and print mailings.
 - Work directly with outside vendors and clients on an as need basis.
 4. Other Duties
 - Special projects as directed by the CEO/Executive Director or warranted by YWCA Alaska procedures and protocols.

WORK SITE: YWCA Alaska
324 E. Fifth Avenue, Anchorage Alaska

JOB CONDITIONS:

1. General office environment one story building, smoke free building.
2. Concentrated computer usage.
3. Must be capable of retrieving information from physical and electronic files.
4. Able to endure work fluctuation, deadlines, and interruptions.

5. Must be able to work long hours during occasional peak periods.
6. Logistical arrangements requiring car travel.
7. Occasional travel required.

EMPLOYMENT REQUIREMENTS:

1. Current Alaska driver's license and insured vehicle.
2. Strong writing skills, proficiency in grammar.
3. High degree of professionalism; ability to maintain confidentiality.
4. Proven ability to work independently and demonstrate initiative and creative problem solving.
5. Ability to exercise good judgment, courtesy and tact in working with a diverse staff.

REQUIRED QUALIFICATIONS:

1. BS/BA plus one year or equivalent five years of professional work experience in office management, program coordination or related field.
2. Strong verbal and written communication skills; ability to communicate clearly with diverse groups.
3. Highly proficient in the following software programs: (Word, Excel, PowerPoint, Publisher, and ACCESS database).
4. Excellent written and verbal communication skills.
5. Ability to stay focused, efficient, and effective in managing multiple priorities.
6. Professional demeanor and ability to defuse emotional situations in a calm manner.
7. Strong interpersonal skills and good judgment.
8. Proven ability to work independently to achieve accomplishments.
9. Positive attitude, professional appearance, and ability to share information and maintain a customer service perspective.
10. Demonstrated ability to handle confidential information appropriately.

PREFERRED QUALIFICATIONS:

1. Notary Public, or willingness to become a Notary Public.
2. Familiarity with cross cultural issues of diverse populations.

Position will remain open until filled. If you meet the qualifications, please submit a cover letter and resume to:

Debbie LaFleiche
YWCA Alaska
324 E 5th Avenue
Anchorage, AK 99501
