

**POSITION DESCRIPTION:**

Executive Assistant to SWSG CEO

**FLSA STATUS:**

Non-exempt

**SALARY:** \$40,000-\$45,000, commensurate with experience

**POSITION SUMMARY:**

The Executive Assistant, reporting directly to the CEO, serves as the primary point of contact for the CEO and also serves as a liaison with the Board of Directors. The Executive Assistant must be creative and enjoy working within an environment that is mission-focused, results-driven and community-oriented. The Executive Assistant must exercise good judgment in a variety of situations and possess strong written and verbal communication as well as strong administrative and organizational skills. The ability to maintain a realistic balance among multiple priorities is imperative. The Executive Assistant works under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**PRINCIPAL RESPONSIBILITIES:**

- Provide comprehensive support services to the CEO that ensure outstanding communication and responsiveness
- Provide sophisticated calendar management; prioritize inquiries and requests, troubleshoot conflicts with little guidance, make judgments and recommendations to ensure smooth day-to-day engagements
- Support CEO with internal and external communications including draft preparation and editing correspondence, presentations, reports and memos for CEO's review
- Conduct research and analysis on topics related to CEO objectives
- Support and manage a high-volume of requests and projects to meet the objectives of the CEO
- Manage all scheduling and travel logistics for the CEO
- Complete expense reports and manage correspondence with vendors
- Serve as a liaison to SWSG's bookkeeping service and complete financial tasks and assignments as directed
- Support the CEO in strategic communications, organizational strategy, and all other special projects as assigned
- Assist in organizing meetings and events including but not limited to BOD meetings, Committee meetings/calls, fundraisers, and formal community outreach
- Serve as a liaison to Board of Directors
- Maintain quality filing and communications systems including contact



management, document management, and archiving

- Assist CEO in managing social media accounts
- Support CEO with donor/funder relations and management of donor data
- Liaise with staff members across all SWSG locations to support with all-staff events and scheduling with the CEO as needed
- Support the CEO and Development Director in entering and maintaining data in SWSG's Salesforce database
- Assist in other administrative tasks as needed

#### **REQUIRED SKILLS/ABILITIES:**

- Strong interpersonal skills with the ability to take initiative, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent communication skills, both verbal and written
- Excellent organizational skills with commitment to accuracy and exceptional attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Good working knowledge of all Microsoft Office applications, Google Suite, and social media web platforms
- Ability to manage up by helping the CEO to prioritize work and remind the CEO about upcoming deadlines and events in a professional manner
- Ability to handle sensitive and confidential situations with diplomacy and discretion
- A demonstrated commitment to serving others and making a community impact
- (Preferred) Working knowledge of Adobe Creative Suite programs
- (Preferred) Previous experience with a database / CRM system and/or willingness to learn Salesforce

#### **EDUCATION AND EXPERIENCE:**

- At least 2 years related work experience preferred
- Familiarity with non-profit sector a plus

#### **PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.



## **ABOUT THE ORGANIZATION**

SWSG is a multi-generational mentoring organization dedicated to building relationships between professional women, college women, and elementary school girls. Strong Women, Strong Girls provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

## **APPLICATIONS**

Candidates are encouraged to apply as soon as possible. Applications will be reviewed as received. Applications consist of a cover letter describing the candidate's interest and qualifications and a resume (in Word or PDF format).

Please send all materials to [bostonops@swsg.org](mailto:bostonops@swsg.org) with the subject line "Executive Assistant Application."