

The Executive Assistant plays a vital role in the organization. They will support the organization by providing business support, purchasing, compiling and distributing documents, planning meetings and special events, managing calendars and travel, and the production of reports, spreadsheets and presentations. This position is key in communication, having contact with all levels of internal and external executive staff, vendors, and board members. Sensitivity to confidential matters and materials is essential. The Executive Assistant will report directly to the Chief Operating Officer.

Responsibilities:

- Receptionist - Present a professional, welcoming first contact to all clients, funders, vendors, board members, staff, media, etc. by phone, in person and through email.
- Provide on-going administrative support to Achieve60AZ as requested.
- Handle incoming and outgoing mail, shipping, receiving and check log.
- Maintain common spaces daily for appearance and functionality (reception, conference rooms, training rooms, hallways, kitchen, storage, etc.).
- Perform complex and confidential executive secretarial functions including drafting, editing, and proofreading a variety of documents including: correspondence, presentations, payment requests and other business-related forms and documents; responsible for ensuring documents meet established content and brand standards.
- Schedule, organize, and plan activities such as appointments, meetings, conferences and other organizational activities.
- Handle organizational functions and general meeting support including arranging, follow up calls, maintaining office space schedules, securing food and supplies and setup/clean up.
- Provide support with the quarterly board of director meetings as well as periodic committee meetings.
- Coordinate a variety of complex executive meetings; communicates and may handle incoming and outgoing electronic communications on behalf of the executives.
- Manage, prioritize and is responsible for executive calendar activities, travel arrangements and special events requiring interaction with both internal and external executives and their assistants.
- Act as a liaison with internal and external partners, board members, grantees, government officials and consultants, answering and prioritizing requests for communications and contact.

Qualifications:

- At least 3 years of progressively relevant experience in an administrative or executive assistant position.
- Organized, able to work independently and interdependently and take initiative when necessary.
- Proactive approach, able to think ahead and anticipate needs as well as offer suggestions to existing processes.

- Enjoy multi-tasking and able to prioritize work streams effectively under deadlines with timely execution and resolution of work flow.
- Gracious and supportive; concerned with the interests of others.
- Ethical, confident, creative and positive attitude.
- Proficient in the use of Microsoft Office Suites.

Personal Characteristics Desired:

- Principled individual with high ethical and quality standards who is creative and demonstrates a positive attitude.
- Ability to brainstorm, innovate, collaborate, prioritize and execute.
- Ability and willingness to work in a small, close team with direct involvement in all aspects.
- Demonstrated high level work ethic in previous positions.

Salary: Commensurate with experience.

Job Status: Full-time, non-exempt, salaried position. Hours are 8:30-4:30 M-F.

To Apply:

Please send cover letter and resume in an email to jobs@collegesuccessarizona.org.

This position is open immediately, and candidates will be considered on a rolling basis until the position is filled. Visit <https://collegesuccessarizona.org/> to learn more about our mission, values, services, scholars, and team.

No phone calls, please.

The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties and skills for this job. College Success Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability or age. All candidates will be evaluated on a merit basis.