POSITION TITLE: Executive Assistant
FLSA STANDARD: Non-Exempt, Regular - Full Time
REPORTS TO: President/Chief Executive Officer
CREATION/REVISION DATE: January 2022

The Executive Assistant (EA) is the dedicated support staff person to the President/CEO (CEO) of BRIDGES. The EA is responsible for providing high-level administrative and strategic support for the CEO, performing a wide range of complex and confidential administrative and clerical support duties, including project and calendar management and managing internal and external requests. The EA provides project management and administrative support to the Board of Directors, Youth Advisory Board and the Senior Leadership Team.

The EA excels in clear, thoughtful communication and nimble, proactive problem-solving. The EA is a strong, strategic thinker who begins with the end in mind, quickly grasps the big picture and is able to visualize and execute detailed steps to support the mission and goals of BRIDGES. The EA exudes professionalism and maintains confidentiality.

BRIDGES strives for a workplace that is diverse and inclusive. We encourage qualified individuals of all backgrounds to apply, including people of color, immigrants, refugees, women, people of diverse sexual orientations and gender expressions, people with disabilities, and veterans.

The budgeted starting salary for this position is $45,000, plus benefits and depends on continued funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work closely with the CEO and other stakeholders to keep them well informed of upcoming commitments and responsibilities. Act as a "barometer," employing a keen sense for issues taking place both internally and externally, and keep the CEO updated. Anticipate and address the CEO’s needs in advance of meetings, conferences, etc.

2. Be cognizant of the speed and intensity of information flowing to the CEO and help to ensure that the CEO has enough bandwidth to focus on organizational big picture items and priorities. Analyze the CEO’s schedule on an ongoing basis to help maintain a sustainable pace of meetings, calls and think/work time.

3. Provide sophisticated calendar management for the CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
4. Assist in monitoring and reviewing the CEO’s emails and voicemails. Serve as a "gatekeeper," providing a bridge for smooth communication between the CEO and stakeholders.

5. Attend meetings, taking notes and integrating information to determine next steps as requested by the CEO. Some meetings may be after business hours or on weekends.

6. Serve as the primary point of contact for designated internal and external stakeholders, including those with a highly confidential or time-sensitive nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgment to reflect the CEO’s style and organization policy. Follow up on contacts made by the CEO to cultivate ongoing relationships.

7. With guidance from the CEO, identify, gather, digest, and organize information for special projects. Design and produce clear and concise documents, reports, and presentations that are mindful of the targeted audience and have incorporated feedback from appropriate stakeholders along the way.

8. Using Taskray and Salesforce, set up, track and complete projects by assigning work to appropriate staff, including the Senior Leadership Team, on behalf of the CEO.

9. Complete a broad variety of administrative tasks to support the CEO and Senior Leadership Team, such as: collecting and preparing information for meetings with stakeholders; composing and preparing correspondence; maintaining contact lists and donor activity; organizing and updating electronic and hardcopy files and folders; making travel arrangements; ordering food and meeting room setups/cleanups; providing event management support; and completing credit card, expense and mileage reports.

10. Other reasonable duties as assigned.

MINIMUM QUALIFICATIONS:

1. Strong ability to execute work with a diversity, equity, and inclusion lens.
2. Significant executive support experience, including supporting C-level executives.
3. Strong verbal and written communication skills.
4. Exceptional organizational skills and impeccable attention to detail.
5. Expert proficiency with Microsoft Office and Google Workspace; ability to design and edit graphic presentations and materials.
6. High degree of professionalism in dealing with diverse groups of people, including youth, board members, staff, community leaders, donors, and funded partners.
7. Make appropriate, informed decisions regarding priorities and available time.
8. Ability to complete a high volume of tasks and projects with little or no guidance.
9. Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
10. Able to maintain a high level of integrity and discretion in handling confidential information.
11. Excellent judgment is essential.
12. Ability to switch gears at a moment’s notice.
13. Must possess a valid drivers' license and show proof of liability insurance coverage as required by the laws of the State of Tennessee and as outlined in the BRIDGES Employee Handbook.
PREFERRED QUALIFICATIONS:
1. A minimum of 2-4 years of nonprofit experience is highly preferred.
2. Technical proficiency and problem-solving skills related to: IT infrastructure; IT support and troubleshooting; and cloud-based environments (web-based applications).

PHYSICAL DEMANDS:
1. While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear and see.
2. The employee is required to use hands and fingers to operate, handle, or feel objects, tools or controls; and reach with hands and arms.
3. Requires ordinary ambulatory skills sufficient to visit departments at The Jim Boyd BRIDGES Center and offsite locations.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. The employee must occasionally lift and/or move up to 20 pounds unassisted; lift and/or move up to 45 pounds with assistance.

How to Apply:  Apply here. Please submit a cover letter and resume when applying. No calls, please.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the positions.

EOE – M/F – V/H

I certify that there is nothing that would prevent me from performing the duties as outlined above with or without reasonable accommodations.

_______________________________________________________________________
Employee ___________________________ Date ___________

_______________________________________________________________________
President/CEO _________________________ Date ___________