



Job Title: Administrative Assistant

Reports to: Chief Executive Officer

Summary: The Administrative Assistants (AA) to the Executive Office will provide high-level administrative support to the Chief Executive Officer (CEO) and other senior staff. This job description is written in general terms as the goal is to have more than one dedicated assistant carrying out the work of the Executive Office and providing support to the Senior Team for special projects. The AAs are expected to collaborate to ensure that all responsibilities are covered effectively and set the CEO as well as the organization up to succeed.

The Administrative Assistant must be highly organized and collaborative in nature to ensure all tasks and projects are carried out timely and to the satisfaction of the CEO.

Commits to and supports the PNCB Staff Core Values—Integrity, Teamwork and Approachability, Responsive Communication and Service, Supportiveness and Inclusivity, and Excellence.

Duties/Responsibilities:

- Provides high-level administrative support and assistance to the CEO.
- Performs clerical and administrative tasks including drafting letters, memos, emails, reports, and other documents that may include power point slide decks for presentations.
- Assist the CEO with credit card expense reporting and volunteer reimbursement processing.
- Updates the organizational documents including calendars, rosters, and manuals.
- Working with the PNCB Meetings and Operations Manager coordinates accommodations for staff and volunteers as needed for Board and Committee meetings.
- Schedules and attends meetings to support the CEO and other leaders by taking notes and recording minutes.
- Receives incoming communications, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining record and files in accordance with organization policies and procedures.
- Performs additional duties as assigned by the CEO or their designee.
- Provides support to strategic work projects as assigned.
- Performs other duties as assigned.

Required Skills/Abilities:

Excellent verbal and written communication skills.

Excellent organizational skills and attention to detail.

Resourceful and able to work independently.

Excellent time management skills with a proven ability to meet deadlines.

Ability to function well in a high-paced and at times stressful environment.

Ability to adapt to changing priorities.

Experience supporting executives at in-person meetings to include on-site logistics (audio visual, set-up and troubleshooting issues with the venue).

Extremely proficient with Microsoft Office Suite including Outlook, Excel, and PowerPoint.

Extremely proficient at facilitating virtual meetings using MS Teams and Zoom.

Education and Experience:

High school diploma required; bachelor's degree preferred; associate degree required.

At least five years of related experience at the executive support (C-suite) level required.

Physical Requirements:

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.