

Position: SENIOR EXECUTIVE ASSISTANT
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: ADMINISTRATION
Reports to: PRESIDENT & CEO
www.uw.org
Date Prepared: October 23, 2015

ORGANIZATION BACKGROUND AND EVOLUTION

United Way of Salt Lake (UWSL) has made a promise to our community – to change the odds so all children and their families have the same chance to succeed in school and life. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today—a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated, and recognized for their efforts. We offer competitive wages and a generous, comprehensive benefit package. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

POSITION OVERVIEW

This role provides immediate support to the President & CEO and Executive Vice President & Chief Operating Officer. Interacts with senior-level community leaders on a regular basis, and must be able to do so comfortably and professionally. Working independently is common on a day-to-day basis. This person must be exceptionally organized, flexible, trustworthy, and enjoy the administrative challenges of a fast-paced office environment. Handle a wide range of executive-support related tasks. Confidentiality, composure, and professionalism are essential. Strong written and verbal communication skills, decision-making ability, and attention to detail are necessary.

KEY RESPONSIBILITIES

1. Responsible for heavy and complex calendar management, requiring coordination with both internal and external executives and assistants
2. Schedule, coordinate, and oversee a wide variety of internal and external meetings, both on and off-site, including room setup, telephone/web conferencing, taking RSVPs and other logistics
3. Prepare agendas, handouts, and minutes of complex meetings
4. Responsible for keeping current and historical records of all legally-required minutes, policies, etc.
5. Prioritize and manage multiple projects simultaneously; follow through on issues in a timely manner
6. Appropriately handle confidential information
7. Assist with preparation and distribution of presentation and meeting materials, including scripts and PowerPoint presentations
8. Demonstrate and find ways to increase efficiencies and anticipate the needs of the President & CEO and the Executive Vice President & Chief Operating Officer

9. Arrange travel schedules and reservations as needed for members of the senior management team
10. Perform other duties as required

POSITION REQUIREMENTS

- Excellent calendar management skills, including the coordination of complex executive-level meetings
- Exceptional interpersonal skills, self-assurance, and poise
- Proven ability to create and edit content for distribution
- Experience effectively handle multiple responsibilities and projects simultaneously
- Flexibility in work day; be able to work early mornings and late evenings for Board and committee meetings and organization events.
- Ability to anticipate and meet the needs of CEO, EVP/COO, Board of Directors, etc.
- Collaborate on cross-functional teams to develop content strategies for various audiences.
- Must be extremely conscientious, meticulous, and detail-oriented
- Must work well under pressure

MINIMUM REQUIREMENTS

- Recent experience as administrative assistant at an executive level
- Strong working knowledge of MS Office(Outlook, Word, Excel, and PowerPoint)
- Experience using Google office software (Docs, Sheets, Forms, Presentations, etc.) and other internet tools such as Skype, web conferencing software, etc.
- Self-starter with capacity to learn and use new software
- Excellent communication skills—both written and verbal

PHYSICAL REQUIREMENTS

The person in this position is regularly required to communicate clearly in oral and written formats. Must be able to transcribe, read extensively, and prepare digital marketing content for computer use. Frequently communicates with internal and external stakeholders; must be able to exchange accurate information. The person in this position must occasionally move about the office to access files, equipment, and materials.

SALARY INFORMATION & FLSA STATUS

This is an exempt position that pays: \$55,000 - \$65,000 annually depending on experience.

TO APPLY

Only complete applications will be considered for the position. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

NOTE: *The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.*