

# United Way of Central Florida Job Description

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## Position Title: Sr. Executive Assistant

<b>Department: Administration</b>	<b>FLSA Classification: Non-exempt / Hourly</b>
<b>Location:</b>	<b>EEO Classification: Professional</b>
<b>Supervisor: President/CEO &amp; COO</b>	<b>Status: Full Time</b>

**Summary:** To enhance community, executive and Board effectiveness by ensuring that organizational objectives are met. Provide a broad range of administrative services to the President/CEO and the Community Impact Department.

### Essential Duties and Responsibilities:

- Possess a strong working knowledge of the Andar system; maintain the data base records/files and run reports
- Handle conference registration and travel arrangements for designated staff and volunteers
- Maintain confidentiality of clients and organization
- Provide administrative support to other departments as needed
- Assist marketing with events to include invitations, RSVP responses, food/refreshments, etc.
- Follow all organization's policies, practices, and procedures
- Proactively participate in team efforts to achieve departmental and company goals
- Provide leadership through example and by sharing knowledge/skills
- **Perform other duties as assigned to meet business needs.**

### Executive Assistant Positional Duties:

- Carry out the administrative affairs of the President, including organizing, planning and follow-through for all day to day activities
- Determine priority of scheduling and information flow in the President's absence
- Conserve executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Provide administrative support to the President and various board committees to include agenda development, scheduling, attendance at meetings and transcription of minutes

### Community Impact Administrative Assistant Positional Duties:

- Carry out the administrative affairs of the Community Investment Department
- Prepare for meetings to include scheduling, agendas, transcription of minutes and attendance
- Assist in planning and implementation of year-round Community Investment training and data collection
- Maintain awareness and initiate assistance on projects assigned to the Community Investment Department
- Schedule Partner Agency tours, speaking engagements and agency fairs including follow through on reports tracking attendance and partner agency participation
- Provide administrative support to the Impact Steering Teams and Community Investment Teams including maintenance of advanced Excel charts and formulas

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## **Qualification/Requirements:**

- Advanced personal computer skills including transcription, e-mail, recordkeeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Advanced Microsoft Suite skills to include: Excel, with the ability to fully create and understand formulas; Word; PowerPoint; etc.
- Effective time management skills and the ability to schedule appointments and meetings
- Self-supervising with ability to utilize effective time management to coordinate and prioritize work for timely completion
- Become proficient with donor database system - Andar
- Exceptional attentional to detail
- Ability to read, analyze and interpret documents and governmental regulations. Ability to write and edit reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. Ability to respond to common inquiries or complaints from customers or members of the business community
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs
- Ability to anticipate potential problems, develop solutions and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Handle confidential matters and materials with the utmost of care
- Strong data entry skills and 10 key calculator skills
- Ability to handle multiple tasks simultaneously

## **Education/Training/Experience**

Associate's Degree (AA) or equivalent from two-year college or technical school; five years related experience and/or training; or equivalent combination of education and experience.

## **Physical Demands:**

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up to 25 lbs.

Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

**Travel Demands:** Must have reliable transportation and ability to travel to worksites and community based meetings.

**Disaster Response:** Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Polk County Emergency Support Function (ESF) is activated. It is expected that all employees will work in their disaster response roles as assigned after they have assessed the welfare of their families and the safety of their own surroundings.

Last Updated: October 2019