

JOB TITLE – EXECUTIVE ASSISTANT

HOURS M-F: 8:00 AM - 5:00 PM

SUPERVISOR: Chief of Staff (CoS)

SALARY Commensurate with Experience

FULL TIME POSITION

**JOB SUMMARY:** This position is responsible for providing administrative and clerical support services to the CEO and CoS to facilitate optimal functioning of the CEO's Office. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant also coordinates with the Board of Directors and other executive leaders, organizes and coordinates executive outreach and relations efforts, and oversees special projects. The ideal individual will demonstrate consistent good judgment in a variety of situations, strong written and verbal communication, administrative and organizational skills, composure and professionalism under stress, and ability to balance multiple competing demands and priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The following primary duties describes the general content and requirements for this position but is not an exhaustive statement of duties, responsibilities or requirements.

**POSITION DUTIES/RESPONSIBILITIES:** Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence that is usually confidential; maintaining contact lists; making travel arrangements; completing expense and mileage reports; compiling documents for meetings, projects and programs; briefing CEO on meeting minutes, background and context; perform clerical needs on a timely basis, such as errands, ordering supplies, scanning and filing. Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements. Plans, coordinates and ensures the CEO's schedule is followed and respected. As CEO gateway, create win-win situations for access to the CEO's time and office. Keep CEO well informed of upcoming commitments and responsibilities, following up appropriately. Provide support to the Board of Directors. Arrange and handle all logistics for board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding board matters. Support CoS's liaison role with Board of Directors. Manage a variety of special projects for the CEO and support CEO Office's project management needs with research, scheduling, follow-up, etc. Work with the Executive Team to coordinate the CEO's outreach activities. Follow up with contacts made by the CEO to cultivate ongoing relationships; draft follow up correspondence. Open, sort, distribute, prioritize and process email, mail, fax and other communications. Manage and organize CEO's Office information for future retrieval and reference. Record, transcribe, and distribute meeting minutes for all relevant stakeholders. Gather information and develop summaries as requested. Compile reports from existing records. Plan, manage and execute relevant internal and outreach events, including set-up and tear-down. Answer inquiries and take concise messages. Refer callers/visitors to appropriate individuals. Maintain strict confidentiality of all business pertaining to CEO's office. Represent the CEO's Office and Waco Family Medicine (WFM) in a manner that ensures a positive image and tone. Help create a welcoming environment for guests. Handle multiple projects

simultaneously and set priorities within available time and deadlines. React with appropriate levels of urgency to situations requiring quick response or turnaround. Work well within a cross-functional team environment. Other duties as assigned by CEO and CoS

**REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT:** Associate Degree in Business or related field required, Bachelor's Degree preferred.

**REQUIRED EXPERIENCE OR SKILLS:** Strong ability to execute work with a diversity, equity, and inclusion lens. Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and other computer applications. Demonstrated high skill level in iterative technology use. Demonstrated high skill level in verbal and written communication. Demonstrated high skill level in gathering and reporting. Demonstrated high skill level in interpersonal relationship management. Organization policies, procedures, systems, protocols. Office management best practices and secretarial procedures. Word processing, communications, and project management software.

**TO APPLY:** Please visit our website at [www.wacofamilymedicine.org](http://www.wacofamilymedicine.org) and fill out an online application located under Careers.