



## Executive Assistant

- Classification:** *Fulltime, Non-Exempt*
- Job Title:** *Executive Assistant*
- Supervisor:** *President & CEO*
- Job Purpose:** *The Executive Assistant will provide high-level administrative and operational support for the President & CEO, Chief Business Officer and Chief Impact Officer.*
- Travel Requirements:** *Periodic travel may be required for training or business purposes.*

### **Who we are looking for:**

This opportunity is for a detail-oriented, self-starter who has great customer service and communication skills as well as experience with supporting executives. This role will coordinate and manage executive scheduling, organize and prepare documents, and support board meetings and the preparation of board materials.

The ideal candidate will have exemplary organizational and time management skills and the ability to identify and anticipate needs. The role must interact seamlessly and with a professional demeanor across a broad range of individuals including staff, the Board of Directors, and external stakeholders. To perform this job successfully, this individual is expected to handle sensitive and confidential information while exercising professionalism and discretion. In addition to being flexible and a team-player, this individual should be confident in their abilities but always looking to learn more and have passion for creating healthier Kansas communities and/or a desire to embody the ideas taught by the Kansas Leadership Center.

### **Job Responsibilities:**

- Work directly with the President & CEO and other members of senior management to support their day-to-day work, keeping them organized, informed and prepared for what comes their way
- Maintain calendars for the President & CEO and other members of senior management, including scheduling meetings, appointments, speaking engagements, and make travel arrangements. Exercise discretion in committing time and evaluating needs
- Keep senior management advised of time-sensitive and priority issues, ensuring appropriate follow-up to meet deadlines
- Perform clerical and administrative tasks including drafting letters, memos, invoices, expense reports, and other documents
- Answer and respond to phone calls, communicate messages and information to senior management
- Sort and triage mail and email, providing appropriate follow up
- Work with the President & CEO and Board Chair to prepare Board meeting materials and coordinate meeting logistics
- Serve as the recording secretary for KLC Board meetings, responsible for capturing meeting minutes and supporting the work of the Board Secretary



- Assist with special projects as needed
- Perform other related and/or alternate duties as assigned, including supporting other departments as needed

**Qualifications:**

- A bachelor's degree is preferred but not required
- At least 4 years of related experience required
- Proven interpersonal and communication skills sufficient to express ideas both orally and in writing, to a variety of constituencies
- Proven time management and organizational skills with a proven ability to meet deadlines and significant attention to detail
- Proven ability to demonstrate a high degree of initiative and willingness to accept responsibility
- Proven ability to work with a team in a highly collaborative environment
- Demonstrated ability to successfully manage multiple projects and tasks simultaneously
- Demonstrated ability to successfully work under pressure to meet deadlines
- A professional and positive attitude
- Flexibility with work schedule
- Demonstrated proficiency in Microsoft Office applications or similar software with the ability to learn new or updated software.

**Physical Requirements:**

- Ability to focus for sustained periods
- Ability to use computer and telephone
- Ability to perform repetitive wrist/hand/finger movement
- Ability to occasionally move objects up to 15 pounds

**Compensation and Benefits:**

- Competitive salary and benefits package. Salary determined by candidate's level of experience.
- Insurance and benefits in addition to salary:
  - Retirement plan
  - Health, dental and vision insurance
  - Disability insurance
  - Life insurance
  - Flexible spending account
  - Paid time off

**Application Process:**

*Interested applicants should submit a cover letter, resume and at least two professional references to Wendy Pollman, HR Representative, at [hr@kansasleadershipcenter.org](mailto:hr@kansasleadershipcenter.org). For specific questions about salary and benefits please contact Wendy Pollman.*

*Applications will be reviewed immediately and considered on a rolling basis until the position is filled. Priority will be given to those who apply by **November 27, 2022**.*

*The Kansas Leadership Center is proud to be an equal opportunity employer.*