

JOB DESCRIPTION

Executive Assistant to the Chief Executive Officer The Urban Academy of Greater Pittsburgh Charter School

TITLE: Executive Assistant to the Chief Executive Officer

REPORTS TO: Chief Executive Officer (CEO)

DIRECT REPORTS: None

JOB FUNCTION: Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Chief Executive. The Executive Assistant also serves as a liaison to the Board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community oriented. They will be expected to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant must be able to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle various activities and confidential matters with discretion.

Planning, Leadership & Management

- Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates, and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Communicates directly, and on behalf of the CEO, with Board members, vendors, staff, and others, on matters related to CEO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues, and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the CEO's office and internal departments, demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Works closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense of the issues in the environment and keeping the CEO updated.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO, some of which may have organizational impact.
- Prioritizes conflicting needs; handles matters expeditiously, and proactively, and follows through on projects to successful completion, often with deadline pressures.

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Board Support and Liaison

- Serves as the CEO's administrative liaison to the Urban Academy and Urban Reach boards of directors
- Assists board members with travel arrangements, lodging, and meal planning as needed
- Maintains discretion and confidentiality in relationships with all board members
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Senior Leadership Liaison

- Participates as an adjunct member of the Senior Leadership Team including assisting in scheduling meetings and attending all meetings
- Assists in coordinating the agenda of senior leadership team meetings and off-sites, and all staff meetings
- Facilitates cross-divisional coordination of travel and outreach plans Communications, Partnerships, and Outreach

Strategic Initiatives

- Works to Coordinate CEO's outreach activities
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships
- Edits all, and creates acknowledgment letters from the CEO to donors

QUALIFICATIONS & SKILLS

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors
- Excellent written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of service and response
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced environment
- Forward-looking thinker, who actively seeks opportunities and proposes solutions

SALARY RANGE

\$38,000 - \$45,000