

## Executive Assistant Job Posting & Description

### Columbus, Ohio

Community Shelter Board (CSB) seeks a non-exempt, full-time **Executive Assistant**.

Community Shelter Board is an award-winning non-profit organization leading a community effort to make sure everyone has a place to call home. We are seeking an experienced Executive Assistant to join our team. The primary responsibilities are to:

- Assist executive leadership team with administrative tasks such as managing schedules, coordinating meetings, handling correspondence, and travel arrangements.
- Coordinate logistics for meetings, events, and conferences, including scheduling, venue arrangement, catering, and logistics.
- Assist with the preparation of materials, presentations, and agendas for meetings and events.
- Provide administrative support for special projects, initiatives, and events as assigned by executive leadership.

You'll have the opportunity to work in a fast-paced environment in this full-time position. Multi-tasking, superior numeric skills, prioritizing and attention to detail are key.

CSB offers a competitive salary and a highly unique benefit package:

health, dental & vision insurance • employer-funded flexible spending accounts • life insurance  
401(k) plan with up to 10% employer contributions • lifestyle spending account for personal growth  
4 weeks paid time off • 10 paid holidays • hybrid work environment • healthy work/life balance  
free parking • strengths-based culture • active diversity, equity & inclusion program  
dynamic leadership development program

Learn more about CSB at [www.csb.org](http://www.csb.org). Interested applicants should submit a resume and cover letter to [hiring@csb.org](mailto:hiring@csb.org). Community Shelter Board is an Equal Opportunity Employer and conforms to all applicable employment practices. We strongly encourage diverse applicants to apply.

<b>Position:</b> Executive Assistant	
<b>Status:</b> Exempt, full-time	<b>Pay Range:</b> \$55,000 - \$62,000
<b>Reports to:</b> President and CEO	<b>Unit:</b> Administration
<b>Benefits:</b> Medical, prescription, dental, vision, life, disability, retirement plan, Section 125 cafeteria benefit plan, and paid leave.	

#### BASIC FUNCTION

This position is responsible for full professional support of the President/CEO and calendaring and nominal support for Executive Leadership Team in all agency activities.

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#### **EFFECT ON END RESULTS**

This position is primarily concerned with the achievement of the goals for the organization by ensuring the executive leadership is supported in effective and efficient leadership of the organization.

#### **ESSENTIAL FUNCTIONS**

##### **1) Executive support**

Provides a wide variety of professional support to the President/CEO and Executive Leadership Team. Ensures orderly, efficient, and effective operations of executive offices.

- Schedule meetings upon request, coordinating the needs of multiple attendees to create a workable schedule. Adjust meetings as priorities and situations change, using significant, independent judgement, update schedules and confirm meetings with participants daily.
- Prepare for all meetings involving the President/CEO and Executive Leadership Team by gathering and coordinating meeting materials. Create the necessary documentation in hard copy and create folder packets at least two days in advance. Verify links for virtual meetings. Maintain filing for President/CEO.
- Plan with Executive Leadership Team weekly about calendaring and meeting preparation.
- Provide spreadsheet weekly to President & CEO of all recurring and one-time meetings scheduled, in process, and past to ensure timely scheduling for quarterly, bi-annual, and annual meetings.
- Sort and prioritize incoming mail/materials daily.
- Coordinate with staff about President/CEO materials review/approval daily.
- Coordinate orientation process for new board members beginning within 2 weeks of their appointment to the Board. Monitor and guide progress throughout the orientation period.
- Coordinate annual Board of Trustees Conflict of Interest process and update master conflict of interest spreadsheet.
- Provide administrative support for all Finance & Audit Committee activities, including scheduling meetings, preparing packets for distribution one week before meetings, and communicating with members.
- Provide administrative support for other ongoing meetings and ad hoc committees.
- Coordinate preparation of President/CEO's annual organizational assessment to the board of trustees.
  - Conduct an executive compensation study annually or as requested by the board chair.
  - Coordinate an anonymous staff survey annually with the board chair.
  - Provide all documentation in one electronic packet 1 week in advance of the President & CEO's annual evaluation with Board Chair and Incoming or Outgoing Board Chair
- Manage travel arrangements as requested, including registration for conferences, hotel reservations, reimbursement from external organizations, and corporate card reconciliation. Prepare travel expense reports within 5 weeks of return from travel.
- Reconcile President/CEO and Executive Leadership Team corporate card charges monthly.
- Provide primary clerical and administrative support as requested, including document and spreadsheet creation, filing, and written correspondence.

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- Oversee consulting contracts and monitor rates of spending.
- Email from President/CEO ghost account as directed by President/CEO.
- Ensure Rolodex distribution lists of partner agency CEOs and CEO admins are current.
- Order & coordinate payment for gifts for board members and partner agency leadership as directed by President/CEO and Executive Leadership Team.
- As requested by executive leadership, order and coordinate payment for food and gifts for partner agency staff.
- As requested by Executive Leadership Team, order and help plan distribution with the Officer Coordinator bulk orders of bus passes.

#### **2) Coordination across teams for leadership**

Coordinates activities of the President/CEO and Executive Leadership Team with other departments.

- Prepare agendas for monthly All Staff Meetings and coordinate supporting materials, including Fierce training, and ad hoc trainings such as safety and financial literacy as well as open enrollment in collaboration with the Chief Communication and Brand Officer, including updates to and monitoring the All Hands Calendar.
- Coordinate and track all staff external training opportunities as directed by President & CEO including anti-racist training and book clubs and Columbus Metropolitan Club forums
- Plan and prepare materials for staff appreciation events including quarterly Cheers Luncheon, picnics, evening and weekend get-togethers, when not handled by The Healthy Environment Committee.
- Oversee regular maintenance of the Administrative Policies & Procedures. Coordinate and lead a strategic review across teams every other year.
- File JLEC lobbying executive and legislative report in timely fashion 3 times a year. Act as point person with lobbyist firm regarding reporting needs.
- Complete and submit President/CEO Excel timesheets.
- Track and celebrate service anniversaries of three, five, ten, 15, 20, 25, and 30 years.

#### **3) Coordination of internal and external-facing CSB support services**

- Manage payment for position postings in collaboration with the Staff Accountant.
- Respond to requests for technical assistance regarding CSB's infrastructure and model programs. Coordinate with leadership team to develop and provide technical assistance when possible.
- Other duties as needed, such as providing back-up support for front desk coverage.
- Act as point of contact with virtual meeting platforms and ensure most efficient use of licenses purchased, including annual audit. Act as first line of tech support for President & CEO on this technology.
- Act as subject matter expert for audio-visual equipment in large conference room.
- Act as notary public for President/CEO and people leaders in the organization.

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### KEY LEADERSHIP COMPETENCIES

1. **Customer Focus:** Demonstrates adeptness at fostering trust and respect with both internal and external customers while dedicatedly meeting their expectations and requirements. Maintains a high level of professionalism among staff, external customers, and candidates for employment.
2. **Integrity:** Widely recognized for being a direct, truthful individual who is highly trusted.
3. **Confidentiality:** Maintains a strict level of discretion.
4. **Resourcefulness:** Capable of marshalling resources, information, and activities to achieve goals in an efficient and effective manner.
5. **Decision Making:** Make decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.
6. **Planning and Organizing:** Effective planner to accurately scope out length and difficulty of projects; develop schedules and assignments.
7. **Understanding Group Dynamics:** Understands group dynamics, roles and needs of groups and their members.
8. **Written Communication:** Conveys written messages and information in a clear and concise manner. Can compose correspondence dealing with issues and subject matter in ways that require considerable sensitivity, discretion, judgment, or negotiation in replying to inquiries, and/or presenting or requesting information.
9. **Effective Communication:** Informs supervisor and others effectively, thoroughly and in a timely manner.

### SKILLS, KNOWLEDGE & ABILITIES

1. Skilled in Microsoft Windows, Outlook, Office, Excel and Internet.
2. Excellent communication skills, both oral and written.
3. Excellent organizational skills.
4. Exceptional time management skills and ability to complete projects on time and within budget.
5. Ability to manage multiple projects and complete projects per established timelines.
6. Demonstrated ability to accurately attend to detail.

### PHYSICAL OR MENTAL DEMANDS

1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities.
2. Ability to multi-task and maintain/oversee multiple projects simultaneously.
3. Strong analytical and reasoning abilities.
4. Well organized.
5. Exceptional interpersonal skills: ability to get along with diverse personalities; tactful, mature, flexible.
6. Ability to establish credibility and be decisive and able to recognize and support the agency's needs and priorities.
7. Quick learner – able to grasp and oversee all departmental functions and comfortable in a fast-paced environment.

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### **MINIMUM QUALIFICATIONS**

1. Congruence with agency mission and values.
2. Bachelors' degree or comparable experience.
3. 5 years of experience as an Executive Assistant
4. Experience working in a not-for-profit setting strongly preferred.
5. Valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.
6. Notary public license or ability to become a notary public.