



Job Description

Job Title: Executive Assistant

Reports To: Director of Innovation and Strategic Initiatives

Classification: Full-Time / Non-Exempt

Schedule: Monday to Friday / 8:30 AM – 5:30 PM / Some evenings and weekends

Hourly Range: \$25 - \$28

Date Released: October 2024

CHANGE LIVES...AND MAKE A DIFFERENCE!

At HUF, we change lives every single day – in small and big ways. We do not get everything right all the time, but we are certainly committed to getting the most important things right most of the time. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live *their* American dream, please continue reading...

All applicants must have a general understanding of the HUF brand and share in the HUF values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we come in contact with. Those values include but are not limited to Integrity, transparency, respect, dignity, accountability, diversity, cultural awareness, commitment to excellence, collaboration, and teamwork.

Position Summary

The Executive Assistant provides proactive, responsive, and effective support to the Office of the President/CEO to ensure the accomplishment of HUF's goals and the efficient operation of daily activities. The role is essential in ensuring the smooth operation of executive activities and the efficient management of internal and external organizational tasks and projects.

Duties and Responsibilities:

Essential Duties

- **Manage Schedule and Communication:** Handle scheduling of meetings for the office of the CEO in collaboration with the Director and provide support with other related duties such as drafting agendas, writing and sending cards, managing mail, phone calls, and other logistics, as requested.
- **Manage Travel Logistics:** Manage travel arrangements for the office of the CEO, including accommodation, transportation, and Travel Log.

- **Manage Purchase Orders:** Ensure timely ordering of supplies, submission, and accuracy of bi-weekly purchase orders for self, the Director, and the President/CEO.
- **Internal Meetings Coordination:** Prepare agendas, presentations, and materials for Agency Meetings, Management Meetings, Senior Leadership Meetings, and Meet-and-Greet events for new staff. Coordinate technology setup and logistics, including catering and securing venues. Follow up on tasks resulting from these meetings to ensure completion. **Special Projects:** Support special projects and events, communication, and other duties as assigned by the Director.
- **Miscellaneous Duties:** Perform other assigned duties as needed.

Board of Directors Related Duties

- **Annual Meetings Calendar:** Support the creation of an annual meetings calendar for the Board of Directors and all committees. Send calendar invites to all attendees at the beginning of the year and when new individuals join.
- **Board and Committees Meeting Coordination:** Schedule and coordinate logistics for Board and committee meetings, including venue and catering arrangements. Track responses to calendar invites and contact Board and committee members to ensure quorum as needed.
- **Track Board Engagement and Ambassadorship:** Maintain and update the Board engagement scorecard, working with various stakeholders to track and record board members' participation, contributions, and ambassadorship activities.
- **Meetings Support:**
 - **Preparation -** Develop pre-meeting materials, including agendas, meeting packages, and presentations. Ensure technology is set up for meetings and secure catering when needed.
 - **During Meetings -** Manage technology, track attendance, and take comprehensive notes.
 - **After Meetings -** Compile and draft meeting minutes and follow up on outstanding tasks.
- **Maintain Website and Email Distribution Lists:** Manage and update the Board of Directors sections of HUF's website and maintain email distribution lists and directories.
- **Selection and Onboarding:** Facilitate communication with candidates, organize documentation, and coordinate the onboarding process for new board members.
- **Assist with Other Board Related Initiatives:** Provide support for other board-related initiatives throughout the year.

Partnership Relationship Management

- Partnership Research: Identify potential partners based on industry relevance and organizational goals. Research key information of potential and existing partners.
- Relationship Management: Assist in establishing regular communication channels with partner organizations. Maintain a centralized repository system for documenting all interactions. Address partner inquiries promptly to maintain strong relationships.
- Reporting and Analysis: Support preparing partners' reports and presentations of findings and recommendations to different stakeholders as needed.

Qualifications - Note: Spanish is NOT required.

The ideal candidate should possess a minimum of an associate degree in a relevant field such as Business Administration or a related discipline, and at least two years of relevant experience. Alternatively, a high school diploma will be considered with a minimum of five years of related experience. Essential qualifications include:

- Maintain Confidentiality: Handle sensitive information with discretion, ensuring a high level of confidentiality for all communications, documents, and executive activities.
- Effective Communication: Strong written and verbal communication skills are essential, as this position will communicate with internal and external stakeholders.
- Excellent Organization Abilities and Attention to Detail: Ability to set priorities, monitor the progress of tasks, and track data, information, and activities in a fast-paced work environment.
- Planning and Execution: Ability to multi-task, track, and evaluate process and results. Ability to identify and solve problems with minimal supervision.
- Build Relationships: Establish and maintain positive working relationships with the Board of Directors, Senior Leadership, Funders, Partners, and staff.
- Creativity/Innovation: Develop new and unique ways to improve the operations of the organization and create new opportunities.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Adaptability and Flexibility: Fluidity to adapt to different audiences and flexibility in priority changes.
- Computer Literacy: Proficient in computer applications such as Word, Excel, and PowerPoint.
- Valid Driver's License: Insurance and reliable transportation are required.

AMERICANS WITH DISABILITIES ACT (ADA) DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use their hands to finger, handle, or feel. The employee is required to stand, walk, and reach with hands and arms.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description, and I understand my responsibilities.

Employee Signature

Date

Supervisor's Signature

Date

"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description anytime without notice."