



Buffalo Urban League, Inc.

Job Title: Executive Assistant

Reports To: President/CEO

Classification: Exempt X

Non-exempt _____

General Duties:

The Executive Assistant will be responsible for managing the business affairs of the President/CEO; represent President/CEO in public matters and:

- Provide administrative support to the Board and its committees,
- Provide Human Resource administrative support,
- Prepare reports & drafts of correspondence
- Interpret and communicate administrative practices/modifications/changes to programs.

This is a confidential position requiring proven ability to effectively handle confidential and/or highly sensitive information and messages.

Qualifications:

1. A graduate from an 4 year accredited college is preferred with minimum three years executive level experience, or Two year college degree with minimum five years experience as executive secretary or assistant to senior level executive.
2. Experience supervising, managing and directing the activities of office & support staff is highly desirable.
3. Proficient in computer skills (Word, Excel, Access, PowerPoint & Outlook), record retrieval and file maintenance.
4. Must be a self-starter, organized and receptive to fluctuating working conditions and work schedules.

Competencies:

1. Ability to multi-task and handle a variety of assignments simultaneously in a fast-paced organizational environment.
2. Ability to prioritize and establish timely and effective communication systems with President/CEO and all internal and external constituencies.
3. Demonstrated positive and professional interpersonal skills to be used with internal & external customers.
4. Must demonstrate excellent verbal and written communication skills.
5. Demonstrated proficiency in MS Word, Excel, Access, PowerPoint and Outlook with motivation and ability to learn new programs.
6. Exercise independent judgment.

Specific Duties:

1. Coordinate and maintain CEO's schedule of meetings, appointments, speaking engagements, travel arrangements, etc.
2. Act as liaison to Urban League affiliates.
3. Act as liaison to senior staff and program coordinators in communicating information to President/CEO.
4. Act as administrative coordinator of all Board activities, including meeting scheduling and member notification, taking of minutes during Board meetings, timely distribution of related Board documents, effective maintenance of files.
5. Receive, sort and disseminate all general correspondence, informing the President/CEO of any matters requiring immediate attention.
6. Develop and maintain a filing system including; correspondence, along with other materials for easy accessibility for the President/CEO.
7. Arrange dates, time, and place (when necessary) of various committee and staff meetings.
8. Take minutes of meetings of various internal and external meetings serviced by the President/CEO, and provide necessary materials for all members.
9. Retrieve phone and email messages from President/CEO's phone and computer.
10. Prepare purchase orders for office materials and equipment.
11. Be able to transcribe dictation, as well as compose, review and edit routine letters for the President's signature.
12. Provide HR administrative support.
13. Demonstrate discretion in handling confidential documents and situations/issues considered confidential.
14. Other duties as assigned

Skills and Competencies:

1. **Verbal and Written Skills:** Possess ability to produce thorough professional verbal and written communications
2. **Writing Competency:** Be able to write competent letters, reports on competitive bids in process, occasional procedural documents
3. **Proofreading Excellence**
4. **Keyboard mastery (45+ wpm)**

5. **Software Mastery:**

Unquestionable mastery of **Microsoft Word**, thorough familiarity with mail merging to produce letters, labels and envelopes, long documents with headers and footers, occasional flyers, occasional use of text boxes (for inclusion of graphics or other pasted objects); ability to save and retrieve documents from network drives

A solid knowledge of **Microsoft Excel**, with ability to use an *Excel* spreadsheet as a data source in a mail merge, able to import or export tables to or from *Word* documents, able to occasionally make charts (but not to the point of making pivot tables or complex formulas).

A working knowledge of **Microsoft Access**; with ability to enter data and occasionally produce a query and reports to be used as a data source for *Word* mail-merged letters, labels and envelopes

Mastery of **MS Outlook**: email, calendar, task list, contact list maintenance

Competent in the use of **Microsoft Explorer**, a clear knowledge of creating and maintaining directory structures on hard drives and an overall administrative astuteness on managing data storage

6. **Project Management:** a clear ability to take project elements and follow them through to completion with little direction from others
7. **Office Machines:** Possesses a working knowledge of office machinery so as to be able to operate or un-jam a photocopier machine; load paper into a laser printer or change a printer cartridge. Maintain functionality and repair operations on office equipment (copier, printers & postage machine)
8. **Central Telephone Receptionist Break Relief:** Occasional provision of relief time to receptionist by answering the telephone

Scope of Authority: Coordinate activities and special projects involving support staff and volunteers. On occasion, responsible for opening and securing facilities.

Applying For This Position

Please submit a cover letter by way of email or US Mail with your resume to:

Gerald Marchand

Buffalo Urban League
15 E. Genesee Street
Buffalo, NY 14203

Or send resume with email title of: Executive Assistant
to: gmarchand@BuffaloUrbanLeague.org

or complete the online application on the web site –
www.buffalourbanleague.org under the Career link.