



## **Executive Assistant – Big Brothers Big Sisters of Central Iowa**

The Executive Assistant provides support to the CEO in managing work related to Board, staff, key partners, and donors/funders. This role provides an excellent opportunity to learn about all aspects of a non-profit organization, add value to the organization's operations and impact, and be part of the premier mentoring organization in Central Iowa.

Big Brothers Big Sisters of Central Iowa works to defend, ignite, and empower potential in youth through strong, enduring, and professionally supported mentoring relationships between adult volunteers (Bigs) and children (Littles), ages 5 through 18, in Polk, Dallas and Warren counties. Big Brothers Big Sisters partners with parent/guardians, volunteers, schools, donors and others in the community to be accountable for helping youth in our program achieve:

- 1) educational success,
- 2) avoidance of risky behaviors, and
- 3) higher aspirations, greater confidence, and better relationships.

### **JOB SUMMARY:**

The primary duty is to provide quality administrative support to the CEO. The Executive Assistant interacts with the agency's leadership team and Board on behalf of the CEO. This position will rely on experience and good judgment to plan and accomplish goals as well as support the CEO in a wide range of activities and responsibilities.

### **JOB RESPONSIBILITIES:**

- Manage CEO calendar, scheduling and coordinating appointments with key stakeholders, set-up and track meetings, and provide relevant prep materials and appropriate follow-up
- Provide support to the Board of Directors (communications, meeting prep, scheduling, agendas and materials, logistics, minutes)
- Support board engagement efforts via execution and report on annual self-assessment, oversight of annual board engagement plans, etc.
- Participate in relationship building communications on behalf of the CEO and the agency key stakeholders such as trustees, donors, and elected officials
- At the request of the CEO, provide staff support to other Board committees and various advisory boards
- Coordinate recognition and appreciation efforts for staff, Board, and other key constituents
- Provide a range of support activities including correspondence, word processing, data entry, desktop publishing, expense tracking, copying, filing, policy manual updates, and mailings
- At the discretion of CEO, provide a range of assistance, including calendar and scheduling support, to other leadership team members
- Provide back-up for office support as needed (reception, mail processing, and office organization)

- Assist with planning and coordinating All-Staff meetings, retreats and other meetings as requested
- Order and manage supply inventory including interacting with vendors on behalf of the CEO
- Other tasks as assigned

**JOB QUALIFICATIONS:**

- BA/BS degree from an accredited institution preferred and a minimum of three years relevant work experience, specifically in an administrative support role
- Demonstrate strong follow through; detail-oriented, organized self-starter; able to manage multiple competing tasks and demands simultaneously and meet relevant deadlines
- Ability to show impeccable judgement while maintaining professionalism and confidentiality in sensitive, complex, and/or controversial situations
- High level of proficiency with MS Office suite (particularly Word, Outlook, PowerPoint, and Excel) and Adobe Acrobat
- Excellent writing, editing, and formatting skills; experience in drafting agendas, minutes, correspondence, presentations, reports, and other written documents
- Ability to work both independently and with teams
- Comfortable in a fast-paced environment; demonstrated ability to work under pressure
- Passion/interest in mentoring solutions that make a difference in the lives of central Iowa youth

**COMPETENCIES NEEDED TO BE SUCCESSFUL WITHIN OUR ORGANIZATION:**

- Strong work ethic
- Excellent interpersonal skills with a diverse group of colleagues and stakeholders
- Customer Service Orientation
- Collaboration
- Excellent verbal and written communication skills
- Expertise in area of focus—Administrative support

**To Apply:** Please send resume and cover letter to:

Tony Leo  
Director of Programs & Operations  
Big Brothers Big Sisters of Central Iowa  
[tleo@bbbsia.org](mailto:tleo@bbbsia.org)  
Job Type: Full-time