



**BOYS & GIRLS CLUBS**  
OF HALL COUNTY

POSITION DESCRIPTION

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TITLE: Administrative Assistant to the CEO

DEPARTMENT: Administration

REPORTS TO: Chief Executive Officer

Exempt       Non-Exempt

**PRIMARY FUNCTION:** Reports directly to the Chief Executive Officer, the Assistant to the CEO provides executive support in a one-on-one working relationship. The Assistant to the CEO serves as primary point of contact for internal and external constituencies on all matters pertaining to the office of the CEO. The Assistant to the CEO also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations.

**KEY ROLES** (Executive Support):

- Completes a broad variety of administrative task 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; ensures the CEO schedule is followed and respected.
- Creates power point presentations with or for the CEO.
- Provides “gatekeeper” and “gateway” role creating win-win situations or direct access to the CEO’s time and office.
- Plans, coordinates and ensures CEO schedule is followed and respected.
- 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/her well informed of upcoming commitments and responsibilities; following up appropriately. Acts as a "barometer," having a sense for the issues taking place 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.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Prioritizes conflicting needs; handles matters expeditiously and proactively

### **Board Support and Liaison**

- Serves as the administrative liaison to Board of Directors and Advisory Board 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.
- Schedules monthly Board meetings (virtual and/or face to face) ensuring all board packets are completed and board minutes are sent out 7 days in advance.
- Attend Board of Directors meetings and take minutes.
- Collect board meeting reports from CEO's direct reports on the senior leadership team.

### **Communications, Partnerships, and Outreach**

- Ensures the CEO bio is kept updated and responds to requests for materials regarding the CEO and the organization in general
- Edits and completes first drafts for written communications to external stakeholders
- Works with the Development Team/CDO to coordinate executive outreach activities.
- Edits all, and create acknowledgment letters when needed to donors
- **And All other duties related or assigned**

### **Qualifications**

- 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
- Expert level written and verbal communication skills
- Demonstrate proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Proven ability to handle confidential information with discretion, be able to adapt to various competing demands, and demonstrate the highest level of customer/client service and response

**Education and Experience Requirements**

- Bachelor’s degree required
- Strong Tenure: 5 to 10 years of experience supporting C- Level Executives; preferably in a nonprofit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Adobe Acrobat and Social Media Web Platforms

**Physical requirements:** Includes some physical exertion such as lifting, stretching and bending in an office setting as well as sitting for long periods of time.

The work environment is in a club environment and includes interaction with children ages 6-18 and can be noisy at times.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**ACKNOWLEDGMENT**

I have received a copy of my job description from the Boys & Girls Club of Lanier, Inc., which includes expected personnel guidelines. I have read, understand, and agree to all provisions of these policies and guidelines as they currently exist, and as they may be changed or modified in the future by the Boys & Girls Club of Lanier, Inc. I further understand that this is not a contract of employment and does not confer any rights of continued employment and that my employment is at will.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Signed by:** \_\_\_\_\_  
Employee Date

**Reviewed by:** \_\_\_\_\_  
Chief Executive Officer Date