



## ***BLU Educational Foundation***

### **POSITION: Executive Administrative Assistant**

#### **POSITION SUMMARY**

The **Executive Administrative Assistant** will serve the President/CEO of the organization. Candidates must demonstrate the ability to multitask and manage multiple initiatives simultaneously. Provide high-level administrative support and make executive independent decisions on day-to-day administrative operations including procurement, travel, processing payroll, events, and activities that often involve coordination with various staffers.

#### **RESPONSIBILITIES**

- Manage professional and personal scheduling for the CEO, including agendas, mail, email, calls, travel arrangements, client management, and other company logistics.
- Coordinate complex scheduling and extensive calendar management, as well as management of content and flow of information to senior executives.
- Manage, coordinate, and arrange travel and travel-related activities, including hotel booking, transportation, and meal coordination.
- Perform administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system and contact database.
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business.
- Organize team communications and plan events, both internally and offsite.
- Run errands as requested.
- Assistant with grant research and preparation.
- Other duties as assigned

#### **QUALIFICATIONS**

- MUST enjoy and be willing to effectively engage with the African American/Black community
- 5 years of experience in an administrative role reporting directly to upper management
- Excellent written and verbal communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems
- Experience overseeing budgets and expenses
- Experience developing internal processes and filing systems
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Ability to keep company confidences
- Must carry self in a professional and ethical manner
- Must be well groomed, inclusive of attire and personal hygiene
- Dependability and punctuality are a must!

#### **REQUIREMENTS**

High School diploma or its equivalent AND five years of progressively responsible experience in general office clerical or secretarial work or the equivalent.



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### **SALARY AND BENEFITS**

[Enter salary and benefits here]

### **WORK SCHEDULE**

Monday - Friday, 9:00 am- 6:00pm, and some weekends.

### **APPLICATION PROCESS:**

**How to Apply:** Send an email if interested: [info@bluedfoundation.org](mailto:info@bluedfoundation.org)

**For information, please visit [www.BLUedfoundation.org](http://www.BLUedfoundation.org)**