



Executive Assistant to the Chief Operating Officer 2024 Job Description

Scope and Position Responsibilities

This Executive Assistant is a highly organized and experienced Executive Assistant that will provide comprehensive support to the Chief Operating Officer (COO). The successful candidate will play a crucial role in facilitating the COO's effectiveness, managing administrative tasks, and ensuring smooth operations within the organization. They will serve the Chief Operation Officer to assist in scheduling, email coordination and meeting preparation and will maintain timely day-to-day communication and coordination in order to empower the COO to operate at full strategic capacity.

Department: Central Operations

Supervisor: Chief Operations Officer

Direct Reports: 0

Indirect Reports: 0

Major Areas of Responsibility

- **Administrative Support:**
 - Manage the COO's schedule, appointments, and travel arrangements.
 - Coordinate meetings and prepare necessary materials, agendas, and minutes.
 - Handle phone calls, emails, and correspondence on behalf of the COO.
- **Communication and Liaison:**
 - Act as a primary point of contact between the COO and internal/external stakeholders.
 - Draft, proofread, and edit documents, letters, and reports.
 - Assist in preparing presentations for meetings, conferences, and events.
- **Information Management:**
 - Maintain organized and up-to-date files, databases, and records.
 - Ensure confidentiality and discretion in handling sensitive information.
- **Project Coordination:**
 - Assist in the coordination and execution of special projects and events.
 - Collaborate with various departments to gather information and support **ongoing initiatives.**
- **Financial Administration:**

- Assist in managing expense reports, budgets, and financial documentation.
- Work closely with the finance team to ensure accuracy in financial transactions.
- **Other duties as assigned**

Qualifications

- Bachelor's degree in Business Administration, Nonprofit Management, or related field Preferred
- Proven experience as an Executive Assistant or similar role.
- Excellent organizational, multitasking, and time-management skills.
- Strong communication and interpersonal abilities.
- Detail oriented and organized, must be excellent with follow up and follow through
- Ability to communicate professionally and skillfully on behalf of others
- Ability to work independently
- Strong emotional intelligence
- Strong event management skills
- Ability to synthesize information and communicate relevant content to various audiences
- Ability to problem-solve, multi-task, and complete work on time
- Proficient in Microsoft Office Suite and other relevant software.
- Deep passion for the CrossPurpose mission and values.
- Must provide a working laptop (PC preferred) and smartphone.

Hours, Compensation and Benefits

Hours: 40 hours/week: Monday - Friday 8:00am - 5:00pm, occasional other hours as scheduled.

Salary/Wage : \$59,000 - \$70,800

Performance Bonus: Up to 5% of salary

Vacation: 15 days per year, plus the office is closed Christmas Day - New Years Day and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short term disability, long term disability

These and other benefits are discussed in more detail in our Employee Handbook.