Executive Assistant to the COO

Position Description

Reports to: Chief Administrative Officer
Supervises: None
FLSA Status: Exempt

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 32 national women’s organizations) that enlightens, inspires and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families and communities.

Position Summary:

The National Council of Negro Women’s mission is to lead, advocate for, and empower women of African descent, their families and communities. We seek a highly motivated, experienced individual to take on the office management and administrative duties of the organization. The Executive Assistant to the COO provides executive administrative support for projects and tasks of the COO. Support will include: calendar management, travel coordination, preparation for board meetings, and general management of the Office of the COO. At times, the Executive Assistant also functions as the COO’s representative to internal and external parties. Due to the nature of this position, the ability to work non-tradition office hours and respond in a timely manner is required.

Essential Responsibilities:

• Provides comprehensive administrative support to the COO;
• Coordinates and schedules appointments, meetings and teleconferences;
• Plans and maintains the COO’s daily planner;
• Makes all travel arrangements and manage administrative processes for travel and cash expenses;
• Drafts and prepares correspondence/emails on behalf of the COO; manages email traffic; prepares responses as requested for COO approval;
• Contacts or responds to contacts from external executives on behalf of the COO;
• Assists in the COO’s internal communication with staff;
• Ensures that requests for action or information are relayed to the appropriate staff member;
• Advises individuals internal and external to the organization on COO views on major policies or current issues facing the organization;
• Analyzes the Office of the COO operating practices, such as record keeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures;
• Coordinates and assists in the preparation of monthly reports including: the collection and preparation of operating reports, such as budget expenditures, and statistical records of performance data;
• Records and tracks commitments made by executives during meetings and arrange for staff implementation;
• Prepares reports including conclusion and recommendations for solutions of operational and administrative problems;
• Creates and maintains appropriate online and paper filing systems;
• Manages routine projects on a day to day basis and completes special projects as assigned;
• Other duties as assigned.

**Qualifications/Requirements:**

- Bachelor’s Degree preferred or equivalent work experience supporting an executive;
- Strong written and oral communication skills to interact with internal and external areas of the organization;
- Professional, well organized and able to handle a variety of duties simultaneously;
- Strong attention to detail, ability to prioritize and excellent problem-solving skills;
- Ability to work independently, as well as collaboratively in a deadline-driven environment;
- Ability to maintain and protect confidential information and a sense of discretion;
- A proactive approach to problem-solving with strong decision-making skills;
- Executive level business acumen; ability to demonstrate discretion, a positive attitude and excellent customer service skills;
- Demonstrated ability to maintain confidentiality;
- Proficient in Microsoft Office Suite;
- Ability to work non-traditional office hours.

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*