Position Announcement

Executive Assistant to the President & CEO
Greater Worcester Community Foundation
Worcester, MA

About Greater Worcester Community Foundation (GWCF)
Greater Worcester Community Foundation is a nonprofit grant-making foundation that mobilizes resources to work with community partners to build strong communities. Our work focuses on the critical needs of the community, including early childhood education, health and behavioral health, arts and culture, housing and homelessness as well as nonprofit effectiveness. GWCF is dedicated to fostering a welcoming community for diverse populations and working for racial justice. Our staff is a dedicated team of professionals who strive for high standards of performance.

GWCF is seeking a full-time executive assistant to the president and CEO. The executive assistant will be a confidential assistant primarily responsible for providing administrative and programmatic support in a fast-paced and dynamic environment.

Job Responsibilities
- Manage an extremely active calendar, schedule and coordinate meetings, prepare correspondence and reports, and arrange travel plans/manage agendas
- Plan, coordinate, and ensure the president and CEO’s schedule is accurate and updated frequently
- Communicate directly, and on behalf of the president and CEO, with staff, members of the Board of Directors, partners, and others on matters related to the president and CEO and GWCF
- Keep president and CEO well informed of upcoming commitments and responsibilities, following up appropriately; act as a "barometer,” having a sense for the issues taking place in the environment and keeping the president and CEO apprised of ongoing activities
- Research, prioritize, and follow up on issues addressed to the president and CEO – including those of a sensitive or confidential nature; determine appropriate course of action, referral, or response
- Provide assistance to and act as primary backup for the president and CEO for the accurate and timely preparation of materials for Board meetings, preparing Board packages, etc.
- Assist with the planning and coordination of meetings and events

Qualifications and Skills
- 7 – 10 years experience supporting senior level executives
- Ability to maintain effectiveness and sense of humor in a fast-paced environment
- Highly responsive with strong problem-solving skills and decision-making capability
- Strong organizational skills that reflect ability to prioritize and juggle multiple tasks seamlessly
- Extremely thorough with outstanding attention to detail
- Proactive and highly resourceful team-player, with the ability to act independently
- Demonstrated ability to manage calendars, prepare presentations, review and prepare correspondence and reports; organize, prioritize, and manage workflow
• Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, Board members, donors, and external partners
• Expert written and verbal communication skills
• Proven ability to handle confidential information with discretion, adaptable to various competing demands, and demonstrating the highest level of customer service and response
• Ability to act as a gatekeeper and escalate relevant information to president and CEO as needed
• Must have demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
• Proficient in Microsoft Office (Word, Excel, and Power Point), Adobe Acrobat, and social media platforms
• Bachelor’s degree

Interested candidates please submit a cover letter and resume via the following link:

https://app.jobvite.com/j?cj=okIDdfwC&s=GWCF

Disclaimer

Greater Worcester Community Foundation is a committed EEO Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.