



Pinellas Education Foundation

Job Title: Executive Assistant

Department: Executive Office

Reports To: CEO

Salary Status: Exempt

About us: The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 35 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

Job Description: Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant also serves as a liaison to the Board of Directors and senior management team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must enjoy working on a team within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The Executive Assistant must be able to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion

Responsibilities:

Executive Support

- Completes a broad variety of administrative tasks 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; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected.
- Communicates directly, and on behalf of the CEO, with Board members, donors, Foundation staff, and others, on matters related to CEO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Develops processes to monitor inventory and orders office supplies, stationary, and other items as needed.
- Organizes and manages New Board and Employee Orientation Process, as well as, Board and Employee Engagement Activities.
- 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 monitoring CEO email for important tasks and follow-up, drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

Board Support and Liaison

- Serves as the CEO's administrative liaison to the Pinellas Education Foundation's Board of Directors.
- Assists Board and Committee Meeting set-up with scheduling, meal planning, minute and record-keeping and material preparation and distribution, 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.

Senior Management Liaison

- Participates as an adjunct member of the Senior Team including assisting in scheduling meetings and attending all meetings.
- Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings.
- Schedule and supervise facilities maintenance in coordination with the Stavros Institute.
- Supports other members of Senior Team with administrative tasks as assigned.

Communications, Partnerships, and Outreach

- Ensures that the CEO's bio, Board and committee membership lists and organizational charts, including letterhead, website and Board contacts lists are kept updated and responds to requests for materials regarding the CEO, Board and the organization in general.
- Edits and completes first drafts for written communications to external stakeholders.

Strategic Initiatives

- Works with the Senior Team in coordinating the CEO's outreach activities.
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships.
- Edits all, and creates acknowledgement letters from the CEO to donors

Educational/Experience: College degree preferred. Must have five years (minimum) experience working with a high level executive. Must be proficient in MS Office Suite with an ability to become familiar with company-specific programs and software.

Skills: Strong organizational skills that reflect 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. Demonstrated proactive approaches to problem-solving with strong decision-making capability. Highly resourceful team-player, with the ability to also be extremely effective independently. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and

demonstrate the highest level of customer/client service to internal and external constituents and response. Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment. Forward looking thinker, who actively seeks opportunities and proposes and follows through on solutions.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.

Interested applicants may email (HR@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "Executive Assistant" in the subject line. No phone calls will be accepted.