

JOB DESCRIPTION

JOB TITLE:	Executive Assistant to President
DEPARTMENT:	Administration
REPORTS TO:	Foundation President/CEO
EFFECTIVE DATE:	
CLASSIFICATION:	Non-exempt

POSITION SUMMARY: The Executive Assistant to the President will provide high-level administrative support to the President/CEO and other senior staff if needed.

PROGRAM MISSION: The Executive Offices lead the Foundation in the pursuit of modeling the Butt Family vision, to include healthy relationships to build a healthy organization, as we seek to encourage others to optimize the “Canyon Experience” in daily life and work. The Executive office develops, communicates, and implements strategic vision and significant operational functions for foundation-wide actions.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Provide high-level administrative support and assistance to the President
- Perform clerical and administrative tasks— ordering supplies, maintaining records, drafting letters, memos, reports, and other documents
- Receive incoming communication or memos on behalf of President, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff
- Schedule and attends meetings on behalf of executives, taking notes and recording minutes
- Arrange travel and accommodations for president
- Contribute to the planning and facilitation of All-Staff events
- Assist and participate in Community Engagement events
- Plan CEO lunches and other CEO led events
- Participate in the annual administrative budget process
- Function as the Executive Assistant team lead and organize monthly meetings and fun days
- Facilitate Rogers family personal philanthropy in coordination with V. P. of Community Engagement and Communications
- Provide administrative support to Deborah Rogers
- Perform additional duties as assigned

QUALIFICATIONS:

- High school diploma required, bachelor’s degree in business administration or related field preferred
- At least five years in a professional administrative role, executive or director level preferred

COMPETENCIES-Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Exhibits professionalism, maintains confidentiality and uses discretion
- Ability to function well in a high-paced and at times stressful environment
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems
- Extremely proficient with Microsoft Office Suite with the ability to learn new or updated software

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Will experience prolonged periods sitting at a desk and working on a computer.

Environmental Factors

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in an outside environment and events. This job operates primarily in a professional office environment mainly in San Antonio, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE