



## OUR AMERICA POSITION DESCRIPTION: EXECUTIVE ASSISTANT

### **SUMMARY**

Do you want to be a part of a new, fast-growing movement to engage Americans from all backgrounds, ages, races, and ethnicities about those core values that unite all Americans? Our America is looking for an energetic, detail-oriented individual who will perform a wide range of administrative and office support activities. The Executive Assistant must also exhibit skills in building and maintaining strong relationships both internally and externally. The ideal candidate is both approachable and respectful, comfortable with new technologies, and adept at using virtual meeting platforms and scheduling systems.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks that includes:
  - Calendar management
  - Completing expense reports
  - Composing and preparing correspondence
  - Arranging complex and detailed travel plans, itineraries, and agendas
  - Providing support for project coordination, delivering presentations, answering calls, etc.
- Prepares meeting rooms (in-person and virtual) for appointments, coordinates schedules, and greets partners, customers, and clients prior to meetings.
- Provides administrative needs for fundraising activities.
- Assists with meeting management and meeting preparation by compiling pertinent documents; capturing action items during meeting; Keeps, organizes, and distributes minutes of meetings.
- Works closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- Answers and directs telephone calls, and appropriately relays important information promptly, clearly, and maintaining confidentiality as needed.
- Receives and sorts daily mail, filing appropriate documents accordingly.
- Maintains inventory of the company's supplies, reordering as needed.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Good interpersonal communication skills
- Solid writing skills
- Project management skills
- Basic knowledge of database and internal email systems management
- Basic competency with Microsoft Office programs and other technology to include PC, printers, copiers, etc.
- Detail-oriented, good time management skills and ability to prioritize work.
- Demonstrates ability to take initiative, anticipate needs and exercise independent/sound judgment

### **EDUCATION AND EXPERIENCE:**

- Three years of directly relevant work experience strongly preferred, but three or more years of *less relevant but appropriate* work experience may also be considered
- Private sector experience a plus, but not required

### **BENEFITS:**

- Very competitive salary and benefits: retirement plan, dental insurance, health insurance, life insurance, paid time off.
- Team focused - Teammates and leadership are there to assist when you need help.



- Open-door management style: we welcome feedback in all areas.
- An entrepreneurial spirit, fast paced environment, but with a strong belief in work-life balance.

### **ABOUT US**

Our America's mission is to build a broad, diverse coalition of people who support those timeless American values that empower everyone to thrive, including: equal opportunity, mutual respect and freedom of expression.

We work toward a time in our country when supporting America is patriotic and not a political statement; when civil discourse replaces shouting; and when standing up for America is more important than standing against each other.

To apply, please send email with resume, cover letter, and/or campaign vitae to [info@joinouramerica.org](mailto:info@joinouramerica.org) and include "Executive Assistant Applicant" in the subject line. No phone calls please.

**[www.joinouramerica.org](http://www.joinouramerica.org)**