



## Position Description

Position Title: Senior Executive Assistant

Reports to: Executive Vice President/COO

Exempt or Non-Exempt: Non-Exempt—qualifies for overtime

Summary: Working independently and on a self-initiated basis, the Senior Executive Assistant provides administrative support to, and oversees the operation of, the Executive Office. The Senior Executive Assistant is responsible for 1) supporting the President and Executive VP in administrative matters to include scheduling, travel arrangements, and financial recordkeeping; 2) assisting with Board of Directors/Committee communications; and 3) facilitating office operations by implementing the duties described below. Independent judgment is required to plan, prioritize, and organize a diversified workload. This position requires excellent phone skills and 100% attendance and punctuality (unless approved absences by the supervisor).

Job duties and responsibilities: The statements below describe the scope of responsibilities and essential job duties of this position, but should not be considered an all-inclusive listing of work requirements. Incumbent may perform other duties as assigned, including work in other areas.

Provide support to the Executive Office.

- Perform complex and confidential administrative functions including preparing memoranda, letters, invoices, reports, proposals, and documents as directed. Establish and maintain confidential executive, historical, and organizational files. Answer non-routine correspondence and assemble confidential information. Facilitate the flow of information within the Executive offices (includes screening and responding to requests). Maintain files and complete timesheets and travel expense and reimbursement reports.
- Make travel and food & lodging arrangements as requested. Schedule meetings with donors, board members, and others. Arrange logistical and biographical elements of speaking engagements for the President. Work with Director of Communications as needed to facilitate high profile speaking engagements or meetings.
- Photocopy, email, and fax information and documents as needed.

Provide support with Board Communication and GHS Events.

- Perform confidential administrative functions including developing and typing meeting minutes. Manage logistical requirements for Board and Committee meetings and attend as appropriate. Notify Board and Committees of meetings/events as directed. Schedule and arrange meetings, assemble and mail Board materials, assist with recordkeeping of meeting minutes, agendas, etc. Organize and maintain paper and electronic files for Board communications and lists. Track board member attendance to meetings and assist the President and Executive Vice President as needed in gathering vital information on matters discussed and actions proposed and taken by the Board.

- Assist with on-site arrangements, assist with purchasing, and negotiate contracts with vendors as directed. Work with other staff to make arrangements for events. Arrange for food pick-up, set-up and clean-up, and for return or disposal of goods.
- Take minutes and maintain minute books for Board of Curators, Endowment Trust Board of Trustees, Directors' meetings, and staff meetings as needed. Send meeting notices for monthly staff meetings and prepare meeting agenda.

Provide support to Office Operations.

- Greet visitors, notify appropriate staff of their arrival, and offer visitors refreshment. Assist all incoming and outgoing vendors including messengers, technicians, etc.
- Produce letters requesting donations and expressing appreciation as directed. Prepare packets and other materials for development meetings.
- Assist with facilities operations including filling supplies as needed.

Qualifications:

*Knowledge, skills and abilities:* Position requires poise, tact, and diplomacy as well as a demonstrated ability to work independently and as a part of a team. Ability to organize and to prioritize work and to act with initiative and good judgment required. Must be a self-starter with flexibility and a willingness to get the job done. Successful candidate must be completely comfortable making cold calls. Excellent writing, editing, and proofing skills along with excellent problem solving, interpersonal, and communication skills required. Must be able to handle multiple, concurrent tasks in an effective manner. Must be able to work well under pressure and with attention to detail. Strong computer skills, including advanced knowledge of MS Word and Excel with basic secretarial skills (60 wpm) including proofreading, minute-taking, and the ability to compose letters and responses.

*Education:* Undergraduate degree or equivalent (2 years of college and two years of progressive experience in related work).

*Experience:* 10-15 years of work related experience. Law office or accounting office experience a plus.

*Physical Demands:* While performing the duties of this job, the employee is regularly required to see, talk, hear, stand, walk, and bend. This is largely a sedentary role; however, some filing and lifting is required to perform the essential functions of the job. This would require the ability to lift 40 pounds, reach and open file cabinets, traverse stairs, bend and stand as necessary.

### To Apply

Send an electronic copy of a cover letter, resume and contact information for three references to [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls  
please*