

Programs and Executive Assistant

Basic Overview and Job Functions

Act as the representative for the program to internal and external partners and respond to inquiries. Coordinate with upper management to define program goals and fiscal objectives. Perform administrative support duties, manage program or office documentation, and coordinate conference calls or travel arrangements. Communicate with and process requests and documents for the Board of Directors, LLC and LLC staff.

This position reports directly to the President & CEO, LLC.

Primary Responsibilities

- Primary person for data entry into LLC database
- Maintains office needs
- Communication, mailings and delivery of materials to Post Office
- Handles logistics for meetings, programs and serves as a Liaison (Signature Class, Connections YP & Board Connections)
- Handles logistics for meetings and events (Golf Outing, Difference Makers Gala and Corporate Challenge)
- Works with President & CEO and is Primary Liaison to coordinate details for Signature Class session days (Internship program when necessary).
- All other duties as assigned

Position Requirements

- Ability to interact with a wide variety of people
- Must be highly motivated and possess a personal commitment to the success of LLC
- Conduct duties and responsibilities in a moral, honest and ethical manner
- Must be detail oriented and can prioritize, with strong project and time management skills
- Ability to be a team player in a fast-paced environment
- Outstanding written and oral communication skills
- Strong computer skills including but not limited to Canva, Microsoft Office, and database management
- Familiar with website maintenance and various social media (Facebook, Twitter, and LinkedIn)
- Knowledge of Quick Books a plus
- Regular access to a vehicle and ability to drive
- Scheduling flexibility to allow for special events
- Ability to lift and move 20+ lbs