

## **Executive Assistant Position Description**

### **Overview**

CareerWise Colorado is a nationally-recognized startup nonprofit organization that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help businesses fill high-demand positions through apprenticeships that create real value and positive return for businesses. This innovative approach has captured the attention of business, government and education leaders across the state and country.

As a startup, servicing an increasing business and student population, CareerWise Colorado is expanding! Reporting to the Chief of Staff, the Executive Assistant will serve as the primary point of contact for the organization, providing a range of support to the CEO (primarily), and COO (secondarily).

Since the Executive Assistant will work directly with the management team, the board, all employees, and external stakeholders, it is essential that s/he exhibits the highest level of professionalism, integrity, confidentiality, and serves as the face of our company, its culture, and upholds our company values.

### **Responsibilities:**

- Manage CEO's calendar, keeping all relevant stakeholders apprised of long-range view of calendar/commitments, any required preparation, or of any key changes needed.
- Make accurate and prompt travel arrangements for executives.
- Support preparation and execution of all Board meetings and/or other Board-related activities including:
  - Coordination of meetings
  - Compiling packets, presentations, and/or another other materials in advance of meetings.
  - Taking meeting minutes during Board meetings
  - Communicating with Board members and their assistants on an as-needed basis.
- Prepare CEO for meetings and conferences with briefings and/or presentations
- Support CEO's communications with external stakeholders by drafting correspondence, tracking follow ups, and engaging members of the management team as needed
- From time to time, carry out special projects that include some event planning for CEO and/or other management team members, which may include supporting scheduling for management team members besides the CEO.
- Perform other administrative/support duties as needed.

### **Key competencies needed for success:**

- High level of integrity, confidentiality, and professionalism.
- Ability to work cooperatively with others and develop trusting relationships.
- Hyper-organized, self-driven, and able to work on multiple projects simultaneously and prioritize daily work.
- Must be able to meet deadlines and work in a fast-paced, quickly changing environment.
- Must possess a proactive approach to problem-solving with strong decision-making skills.
- Proven ability to gracefully navigate external customers' frustrations or complaints and help reach resolution.
- Ability to communicate, both verbally and in written form, important information clearly and in a timely manner.
- Adept at G Suite, PowerPoint, Excel and Word.
- Quick learner.
- Displays passion and professional and personal commitment to principles of equity, diversity, and inclusiveness.
- Possesses a true interest in the work that we do at CareerWise Colorado.

### **Sound interesting?**

Click on this [link](#) to apply.

***We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.***

If you need assistance or an accommodation due to a disability, you may contact us at [careers@careerwisecolorado.org](mailto:careers@careerwisecolorado.org).