

`Olelo Community Media

Job Title: Executive Assistant

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: 54

Reports To: President and CEO

Job Summary

Executive Assistant is responsible for providing high-level administrative support to the President & CEO and works closely with the Directors group on confidential and time sensitive matters.

Essential Duties

- Provides executive administrative support on matters relating to the CEO's chief obligations and mandates.
- Serves as the Administrative officer for Olelo Board of Directors and its committees. Assures that by laws and governing policies are being followed when Board actions are taken
- coordinates and prioritizes the CEO's daily emails, appointments and business obligations. Maintains the CEO calendar, schedules and meetings between the CEO and internal and external persons as appropriate.
- Tracks and meets important deadlines including but not limited to Board and State deadlines.
- Receives calls, including complaints in a professional manner. Identifies situations that require immediate attention in the organization and refers matters to the appropriate area for resolutions.
- Coordinates and books travel arrangements for CEO and others as requested and assists with special Olelo projects
- Ensures office supplies are well stocked and office machines are serviced appropriately.
- Gives leadership to other administrative support such as operations and facilities.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires 5 years of previous experience. A Bachelor's degree is preferred.

Behavioral Characteristics

- Excellent interpersonal, verbal, and written communications skills
- Strong organizational skills, including the ability to prioritize and manage multiple assignments

Language Skills

- Strong verbal and written communication skills
- Ability to maintain confidentiality

Reasoning Ability

- Ability to perform duties with minimal supervision
- Attention to detail

Computer Skills

- Proficient in navigating the internet and use of standard office equipment.
- Proficiency in PC programs (including MS Word, Excel, PowerPoint, Teams and Outlook)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- regularly required to walk; talk or hear.
- frequently required to sit; use hands to finger, handle or feel; reach with hands and arms; stoop, crouch, or crawl.
- occasionally exposed to stand; climb or balance; taste or smell.

The employee must:

- frequently lift and/or move up to 25 pounds.
- occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to wet or humid conditions; outdoor weather conditions; extreme cold.

The noise level in the work environment is moderate noise.