



**Urban League
of West Michigan**

*Empowering Communities.
Changing Lives.*

EMPLOYMENT POSTING Executive Assistant to the CEO

COME BUILD WITH US!

Our Mission and Our Call: Empowering Communities, Changing Lives.

The Urban League of West Michigan is the city's oldest and largest community-based movement devoted to empowering Blacks/African Americans. Founded in 1943, The Urban League is a multi-service, non-profit, impact organization, with a long established reputation and overarching goal of promoting social and economic stability among African-American families and others, as well as advocating and striving for the achievement of racial equity throughout Grand Rapids, Kent County, and West Michigan.

WHAT WE'RE LOOKING FOR

The Urban League of West Michigan is seeking a dynamic **Executive Assistant to the CEO** who enjoys making an impact and playing a key role. Are you passionate about the Executive Assistant craft and the impact that this role can have on a team? Are you community-focused, and enjoy interacting with people inside and outside of the organization? We are looking for a skilled and talented Executive Assistant that is interested in becoming a trusted partner to the President/CEO.

YOUR FOCUS

You will provide the highest level of executive administrative support by performing complex, varied and confidential functions to ensure the efficiency and effectiveness of the day-to-day operation of the office. The Executive Assistant will proactively oversee and prioritize all communication, facilitate the completion of key initiatives, make travel arrangements, manage calendar, and assist with special projects in support of the President/CEO.

YOUR ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Manage deliverables to the executive, anticipates needs, initiates actions and provides any necessary reporting and information.
- Lead or participate on project teams related to a range of operational matters; oversee miscellaneous assigned projects having full scope ownership.
- Prepare responses to inquiries on behalf of executive; drafts original and routine correspondence for executive's signature.
- Conduct research, data mining and analysis using Microsoft Office Suite (i.e. Access, MS Word, Excel, Outlook, and PowerPoint).
- Oversee administrative policies from the national organization and within the office; recommending changes as appropriate.
- Manage executive's daily calendar and scheduling, coordinate travel, and expense management.

- Coordinate conference calls, video calls, mobile networking and other technology.
- Prepare schedules, support staff meetings, Executive Team Meetings; may take notes and follow up on action items related to such meetings.
- Plan and coordinate special events and the customer onsite experience, including catering, reservations, tours, meeting preparation, guest network passwords, conferencing, etc.
- Oversee and perform general office management tasks (e.g. maintaining office supplies and equipment, assisting with accounts payable/receivable, payroll processing).
- Maintain social media content for multiple platforms (LinkedIn, Facebook, etc.).
- Provide clerical and general office support to leadership as needed.
- Develop and maintain a records management system.
- Interact with customers when appropriate and problem solve.

SKILLS TO BE SUCCESSFUL IN THIS ROLE:

- **Communication / Interpersonal Skills:** Ability to interact both verbally and in written word with a wide range of external and internal contacts requiring a high degree of tact, judgment, and diplomacy to work with individuals at all levels.
- **Anticipation:** Ability to pinpoint and/or predict what may be needed and take action to ensure success.
- **Discretion:** Ability to act with tact and maintain confidentiality when dealing with confidential & privileged information and delicate situations. The utmost integrity and discretion is required.
- **Multitasking / Organizational Skills:** Ability to take interruptions in stride, prioritize effectively and thrive in a fast-paced environment.
- **Composure:** Ability to stay calm in stressful situations while figuring out a solution.
- **Decision Making:** Ability to understand when to make decisions independently, and when to track down the proper decision maker.
- **Technical:** Advanced MS Office experience, payroll processing, social media experience.

YOUR QUALIFICATIONS

- Minimum of 2 years of experience working as an Executive Assistant.
- Bachelor's degree is preferred, but not required.
- Experience working in a non-profit is preferred, but not required.

YOUR SALARY

Commensurate with Experience

YOUR INTEREST

If you're passionate about eliminating racism, empowering men, women and children and promoting peace, justice, freedom and dignity for all, we want you on our team!

We have partnered with S.S.Consulting & Services to manage this search. Please email your resume to Shaquanda Gordon at [ssconsultinggr@gmail](mailto:ssconsultinggr@gmail.com) with the **Subject: Executive Assistant** for consideration.