

## JOB DESCRIPTION

**Position:** Executive Administrator

**Reports to:** Chief Executive Officer

**FLSA:** Exempt

**Location:** 58-12 Queens Blvd Suite 1

### **ABOUT US**

Sports and Arts in Schools Foundation (SASF) is New York's leading provider of after-school programs. Our mission is to bridge the opportunity gap among students in high-need communities by extending the school day and year with wholesome, skill-building activities designed to improve New York City children's academic performance, health and wellness, attitude towards school, self-confidence, character and values, and opportunity for lifelong employment.

### **Summary:**

The Executive Admin is responsible for performing a wide range of administrative duties to support the C.E.O and to ensure the smooth operation of the Office of the C.E.O. This position requires administrative experience supporting a senior executive.

### **Essential Job Functions:**

- Manage C.E.O's schedule and calendar, including preparing materials and arranging catering
- Screen emails, mail, phone calls and meeting requests, prioritizing and directing calls/requests/mail to other SASF senior staff as appropriate
- Handle confidential information with discretion
- Prepare correspondence for C.E.O's signature
- Manage and reconcile executive expenses
- Process administrative paperwork, obtain necessary sign-off on documents
- Review submitted paperwork for completeness and accuracy prior to C.E.O's approval
- Support Board of Directors, including planning/managing Board and committee meetings
- Support the work of the strategic planning committees and executive leadership members as deemed necessary
- Copy, file, fax, mail and distribute correspondence, reports, memoranda and other documents
- Organize and maintain meticulous files for the Office of the C.E.O
- Undertake special projects as requested and as assigned to the C.E.O's office
- Serve as back-up to other office assistants as needed
- Represent C.E.O on follow ups required from all key departments
- Support C.E.O in strengthening all Development and Communications/Marketing department functions.
- Represent Office of C.E.O

**Interacts with:**

- Executive Team, Board of Directors, COO/CBO direct reports

**Required skills:**

- Advanced skills in Microsoft Excel, Word, Outlook, PowerPoint, Google Suite
- Excellent communication (oral and written) and interpersonal skills
- Ability to interact with a wide range of individuals in person and over the phone, applying judgment, tact and discretion as situations demand
- Exemplary customer service skills with ability to remain composed and courteous while answering questions within the scope of authority and confidentiality
- Detail-oriented
- Ability to effectively multi-task with competing priorities and time sensitive deadlines in a fast-paced environment
- Excellent organizational, time management and follow-up skills
- Flexible and adaptive to change
- Demonstrated ability to work with confidential, sensitive information
- Ability to draft written responses to email and other correspondence
- Strong understanding of organizational structure and appreciation of SASF's mission and culture
- Facility with correspondence on Social Media platforms
- Ability to prepare and edit PowerPoint presentations

**Qualifications:**

- Bachelor's Degree
- At least 3 years related administrative support experience

To apply, please visit our website at [sasfny.org/careers](http://sasfny.org/careers)

***Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*