

<b>Title:</b>	Executive Assistant	<b>Group/Team:</b>	Executive
<b>Reports To:</b>	President and Executive Officer	<b>Status:</b>	Full-time
<b>FLSA Classification:</b>	Salaried, Exempt	<b>Minimum Salary:</b>	\$51,200/year

### POSITION SUMMARY

This position is responsible for performing a variety of general and complex administrative functions with a high degree of initiative and discretion, providing executive support and coordination for the President & Executive Officer. The Executive Assistant works closely with the Executive Officer & Full Leadership Teams, Board of Directors and other high-level volunteers and the Executive Committee.

This is a hybrid position based out of the UWSCMI Kalamazoo office with a minimum of 2 days in the office with occasional local travel

### KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION

- \* Contributes to an equitable, diverse, and inclusive organizational culture that centers people in every solution, process, and function.
- \* Takes initiative in proactively supporting the President & Executive Officer, the Executive & Full Leadership Teams, Board of Directors, Executive Committee, and other Board Committees by handling logistics, coordinating organization representation at meetings and conferences, publishing meeting schedules, work plans, meeting minutes, agendas, and related materials
- \* Interprets requests, helps implement action and decides whether the Executive Officer should be notified of important, or emergency matters as needed.
- \* Responds to routine questions and requests and refers higher level managerial requests to the Executives and/or directors, as appropriate. In the absence of the Executive Officer, ensures that requests for action are handled or relayed to the appropriate staff member.
- \* Notes commitments made by executives and/or directors at meetings, arranges for staff implementation and develops processes and tools to assign, track and ensure successful completion.
- \* Reads outgoing correspondence for executive approval and alerts writers to any conflicts or departure from policies or executive's viewpoints.
- \* Composes and signs correspondence for the Executive Officer as needed.
- \* Manages the Executive Officer's time and calendar by exercising discretion and decision-making while sorting and filtering requests for the Executive's time while ensuring strategic priorities are met in a timely manner.
- \* Ensures Executive Officer is prepared for upcoming appointments by gathering materials necessary for each meeting.
- \* Performs special projects as directed by the Executive Officer, including the review, research, summarization, or analysis of information.
- \* Maintains confidence and protects operations by keeping information confidential.
- \* Performs other related duties as assigned.

### JOB REQUIREMENTS

- \* Demonstrate a commitment to equity, diversity, and inclusion and ability to apply anti-oppressive and anti-racist principles in the workplace.
- \* Demonstrated executive office administration experience with a focus on exercising initiative, independent judgement in responding to and deciding on matters to be referred to executive

leadership and other staff, coordinating representation at meetings and managing calendars, reviewing, and generating correspondence, and developing tools and processes to assign, track and ensure implementation of commitments made during meetings is required. A minimum of five (5) years' experience working with executives and high-level volunteers preferred.

- \* Associate's degree or equivalent education and experience is required, specializing in business, office, or administrative management.
- \* Exceptional working knowledge of Microsoft Office Products including Word, Excel, Outlook, Teams, SharePoint, and PowerPoint programs. Previous database experience is preferred.
- \* Demonstrated ability to take initiative and proactively manage multiple priorities.
- \* Strong written and verbal communication skills are required to communicate effectively both inside and outside of the organization.
- \* Demonstrated ability to perform a wide variety of complex administrative procedures and practices
- \* Demonstrated ability to exercise independence of action and sound judgment in administrative matters, and use discretion, tact, and courtesy
- \* Demonstrated ability to work effectively with a diverse staff across teams in a collaborative, constructive, and effective manner
- \* Positive, professional personality that appropriately represents United Way.
- \* The ability to maintain the confidentiality of highly sensitive information.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

- Ability to work in front of a computer for extended periods of time.
- Frequent sitting, standing, and walking
- Reliable transportation for local travel within Kalamazoo County. Use of a personal motor vehicle for transportation requires proof of insurance and the driver must have a valid Driver's license. (Note: mileage for work travel is reimbursed at the IRS mileage rate, currently 65.5 cents per mile)
- Moderate level of stress caused by tight deadlines.
- Occasional work outside of normal business hours.
- Successful completion of a criminal background check.
- Candidate must be able to work successfully in a remote environment with private office space and high-speed internet.

**SALARY:** All of the roles within UWSCMI have pay ranges that commensurate with the knowledge, skills, and abilities of the successful candidate. The annual salary for this position is \$51,200/year.

#### **ABOUT UWSCMI**

United Way of South Central Michigan (UWSCMI) gathers the power of three legacy organizations—Capital Area United Way, United Way of the Battle Creek and Kalamazoo Region, and United Way of Jackson County—to mobilize financial and volunteer resources, partners, and voices, creating equitable and lasting change for the most vulnerable people in our communities.

Our vision: Strong, caring communities where every person is valued, thriving, and connected for the common good.

Our path: Our work lifts our local communities by reducing racial and economic disparities; addressing the needs of ALICE (Asset-Limited, Income Constrained, Employed) households in financial stability, education, health, and basic needs; and creating opportunities for every person to reach their full potential.



## **EQUITY, DIVERSITY, AND INCLUSION**

UWSCMI is committed to dismantling systemic inequities that continue to cause harm for Black, Indigenous, and other People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) people, women, and people with disabilities. We believe that these communities must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of other marginalized communities. We are continuously building capacity and accountability into our policies, practices, and partnerships. We seek those who can lead and move alongside us in this work.

## **NOTE**

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

## **BACKGROUND CHECK DISCLOSURE**

We require background checks for certain roles. The checks are completed by ProScreening and results are only ever communicated to the Hiring Manager if they may impact someone's employment. We do not use prior arrests, only convictions. These convictions will only be considered as hiring criteria if they are directly connected to the roles & responsibilities of the job (for example, financial related convictions for a finance officer). We know that the criminal legal system is not equitable, and negatively impacts marginalized communities - specifically people of color - at rates much higher than other identities. This is why our background check process is only in place for explicit situations.

## **TOTAL REWARDS PACKAGE**

United Way of South Central Michigan offers a competitive total rewards package including a competitive salary, medical coverage with an employer contribution of 90% towards single coverage and 75% towards dependent coverage, dental and vision with a 90% employer contribution towards single and dependent coverage, life insurance with an employer-paid benefit of 2 times annual salary, short-term disability and long-term disability effective the date of hire. In addition, United Way provides a 10% employer contribution into the 403(b) retirement plan each year with full vesting after 3 years of service and 20 days Paid Time Off, 13 days Paid Sick Time, 5 Paid Volunteer Days, 3 Floating Holidays and 11 Paid Holidays each year (Paid time off, sick time. Paid volunteer time and floating holidays are prorated the first year). Hybrid and/or remote work arrangements are available for many positions.

## **TO APPLY:**

Submit your application online via <https://unitedforscmi.org/careers/> by April 3, 2024

*United Way of South Central Michigan is an Equal Opportunity Employer committed to the principles of equity, diversity, and inclusion.*