

*United Way of Central Iowa leads the fight for the health, education, and financial stability of all central Iowans.*



CAREER OPPORTUNITY:

## Executive Assistant

|                            |                                |
|----------------------------|--------------------------------|
| Position Posted: 3/23/2020 | Application Deadline: 4/6/2020 |
|----------------------------|--------------------------------|

- To apply, please send a cover letter and resume to [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org)
- For more organizational information, please visit [www.unitedwaydm.org](http://www.unitedwaydm.org)

### Position Summary

United Way of Central Iowa is seeking an Executive Assistant to support and advance United Way's mission of improving lives by providing professional administrative support to the President and Chief Operating Officer in order to meet organizational goals in the priority areas of education, income and health. The Executive Assistant works under minimal supervision and delivers a full range of administrative services with a superior customer service approach. This position makes independent decisions about planning, organizing and scheduling of his/her own work that aligns with the work and direction of senior managers and organizational priorities. Utilizing sound discretion and judgment is required to resolve problems and make recommendations for solutions and actions.

The ideal candidate will have a strong interest in the organization's mission and success in community impact in the areas of education, income and health, and value the importance of teamwork and collaboration. A minimum of five years' experience with administrative support and two years' experience in executive level support are required. This position reports to the President and the Chief Operating Officer.

We encourage diverse candidates to apply to this position.

### Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a dental plan, 401(k) with match and paid life insurance, we offer the following:

- Generous paid vacation plan, holidays, a personal holiday and sick time

# ***United Way of Central Iowa leads the fight for the health, education, and financial stability of all central Iowans.***



- 
- Paid volunteer time off
  - Commitment to employee professional development
  - Fostering and developing diversity and inclusion initiatives
  - Convenient central Des Moines location with free parking
  - Free, on-site fitness center
  - Tuition Assistance
  - Fun monthly opportunities for employees to build camaraderie
  - Wellness initiatives

## **Essential Accountabilities Include (but not limited to):**

- Provides confidential and professional administrative support to the President and Chief Operating Officer in a manner that enhances their effectiveness and efficiency within their roles.
- Coordinates general administrative duties including calendars, meeting coordination, travel arrangements, incoming and outgoing calls, correspondence and other communications in a manner that respects the confidentiality of the communication.
- Maintains an appropriate and clear line of communication with the President and COO on a regularly scheduled basis to discuss upcoming presentations, meetings, projects, travel plans, mail, invitations, and other time-sensitive topics.
- Uses organizational knowledge and manager's preferences to guide decision-making and provide a high-level customer service.
- Anticipates and identifies any issues, conflicts and situations and proactively resolves them in a timely manner.
- Communicates in a timely and appropriate manner with executive volunteers and other leaders at United Way.
- Responsible for maintaining an efficient file management system and ensuring proper handling and safeguarding of confidential, private or sensitive information.
- Conducts research for background material, data, etc. for reports, speeches, presentations and correspondence.
- Assists in preparations for all staff meetings and executive level meetings. This includes providing and uploading documents and data via an online portal to executive volunteers.
- Creates and enhances ad hoc reports and presentations, both independently and in collaboratively.
- Provides staff support for Board and Board Committees including minutes, meetings and file maintenance as Assistant Secretary to the board. Responsible for Governance maintenance of corporate files and processes.
- Coordinates travel arrangements for other management and staff as necessary.
- Assists with events and significant projects for the executive area and other departments. May periodically develop and implement projects at the request of the President and/or COO.
- Collaborates with various staff and external committees as necessary to assist with monitoring the current status of some work projects to ensure timely completion.

# *United Way of Central Iowa leads the fight for the health, education, and financial stability of all central Iowans.*



## **Competencies:**

- **Customer Oriented:** Ability to serve clients (both external and internal) by focusing effort on meeting their needs, concerns, and seeking to build trust.
- **Relationship Building:** Ability to establish and maintain a good rapport and relationships with customers and coworkers.
- **Communication skills – Oral:** Ability to send tactful and appropriate verbal messages and listen to others' response in order to convey information.
- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Tactful and Diplomatic–** Demonstrates a high level of ability to show consideration and avoid giving offense in dealing with a diverse team of other individuals (collaborative, cool, calm, collected demeanor) whether in individual-to-individual settings or in a team setting with a variety of individuals and a variety of perspectives..
- **Accurate:** Ability to produce error-free work and consistently meet quality objectives.
- **Adaptability:** Ability to adapt to changing workplace conditions.
- **Organized:** Ability to be structured and methodical in working skills.
- **Time management:** Ability to effectively use available time for the completion of necessary job tasks.
- **Project Management:** Ability to view a project or another body of work comprehensively and then break it down through the ability to plan, organize, direct and control tasks to meet specific goals.
- **Decision Making:** Ability to evaluate information and select an effective suitable course of action using sound judgment
- **Autonomy:** Self-directed in completing work with little or no oversight.
- **Problem solving:** Ability to recognize courses of action that can be taken to handle problems or potential problems and apply contingency plans to solve those problems.

## **Experience:**

- A minimum 5 years of experience in administrative support with at least 2 years of experience in executive level support. Working and supporting a board of directors preferred.
- Familiarity with office equipment including using large printers for multiple copies and software applications that enhance communications with several individuals.
- Demonstrated computer skills using Excel, Word, Access and PowerPoint.

## **Education:**

- High school diploma with some continuing education in the administrative field preferred.

United Way is an equal opportunity employer and employment practices are implemented without regard to **race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable law.** If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6550.