Assistant to the President and Chief Executive Officer

Overall Responsibility

Under the supervision of the President and Chief Executive Officer, the Assistant to the President and CEO provides secretarial and administrative support to the CEO and serves as an assistant to the Executive Committee.

Essential Duties and Responsibilities

* Manage the calendar of the CEO including:
	+ Authorizing all appointments for CEO
	+ Coordinating the CEO and Executive calendar
	+ Preparing daily calendar for CEO including: his appointments, and notable information of the day (or oversee preparation of this)
* Attend all meetings with CEO to provide documentation of information and tasks assigned
* Work with secretarial staff to maintain all executive files and develop knowledge of all executive historical correspondence
* Prepare (or delegate the preparation of) routine correspondence for CEO, including thank you letters, letters of commendation and recommendation, all school memos
* Manage all travel arrangements for CEO (or oversee management of)
* Flexibility to travel with the CEO as needed
* Manage CEO’s technology needs through IS department
* Develop/manage the development of all presentations by CEO
* Collaborate closely with all members of executive team in gathering information for CEO and delegating assignments from CEO, including proactive planning/tickler file of reminders/reinforcement, as well as follow up for ongoing daily issues and tasks from executive committee meeting
* Attend major functions with CEO to provide materials needed and prepare follow up tasks

Qualifications

* College degree in related field required
* Proficiency in Microsoft office products: Word, Excel and PowerPoint
* Demonstrated ability to handle multiple tasks and projects, and in meeting established goals with specified time frames
* Strong interpersonal skills, ability to work well independently and as part of a team
* Excellent oral and written communication
* Flexibility to travel with the CEO (nationally and internationally) as needed.

All interested applicants should submit a resume to the attention of

Linda Donahue, Assistant Director Recruiting & Hiring at jobs@necc.org