

Embassy Theatre Foundation, Inc.

Job Description

Job title: Executive Assistant
Reports to: President & CEO
Classification: Exempt, Full time
Salary range: Starting at \$40,000; negotiable, based on experience

General description: This position is responsible for administrative support to the President & CEO, Chief Operating Officer and Chief Financial Officer. Manages and prioritizes schedules and communications. Keeps official corporate/board records and executes administrative policies determined by the organization. Must be proprietary with confidential information and recordkeeping.

Skill requirements: Proficient in Microsoft Office Suite, Zoom, and other cloud-based applications. Excellent written and verbal communications. Requires attention to detail, development and adherence to internal processes, strong board protocol and office management skills, professional etiquette, versatility, flexibility and a willingness to work within constantly changing priorities.

Duties and responsibilities:

- Manages executive scheduling and maintains board and administrative files.
- Provides administrative assistance to the executive team.
- Proactively manages office procedures including office supplies and equipment.
- Manages office-related budget line items.
- Manages and appropriately conveys confidential and professional information to staff, board, donors, members, volunteers and others.
- Develops and coordinates agendas for meetings and makes meeting preparations associated with them.
- Provides attention to detail while assisting executive staff in achieving organizational goals.
- Maintains petty cash.
- Works at Embassy events as required.
- Performs other duties and responsibilities as assigned.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.

Education and/or experience:

High school diploma or GED required. Minimum four years' experience in office environment or equivalent preferred. Proven experience in Microsoft Office including Excel, Word, Outlook and other cloud-based applications. Must be able to work with a team as well as independently, be an excellent communicator and able to handle multiple tasks.

Hours:

- Full time is based on 36 hours per work week, with flexibility to accommodate weekend and after-hour work schedules. Work from home flexibility also available.

Compensation:

- Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short and long term disability; and paid vacation, holiday and sick days.