



EXECUTIVE ASSISTANT JOB DESCRIPTION

I. ORGANIZATION OVERVIEW

College Bound Dorchester, formerly known as Federated Dorchester Neighborhood Houses, has been serving the community of Dorchester since 1965. Although the organization's name has changed its commitment to supporting positive change in Dorchester remains resolute.

Everyday College Bound Dorchester's educators work with diverse populations between 3 months to 80 years of age, including at-risk youth, newly arrived immigrants and families struggling to provide educational support to their children. In each program, College Bound Dorchester provides educational services to the underserved and lays the foundation for future academic, economic and social success. By providing a continuum of services, College Bound Dorchester ensures that no student gets lost on their path to higher education and that all students have the tools to realize their goals. This work has the ability to not only increase the number of college graduates in Dorchester, but to also shift the community's mindset about college. This shift, from one of limited possibilities to one of high aspirations for all, will ultimately have transformative impact on the community's socio-economic development.

With an annual budget of \$5.6 million and a staff of 90, College Bound Dorchester annually serves over 1,000 children, youth and adults.

II. JOB TITLE: Executive Assistant
REPORTS TO: Chief Executive Officer

III. POSITION OVERVIEW

The Executive Assistant will handle a wide range of responsibility in support of the CEO of College Bound Dorchester. This person must be able to work independently and be exceedingly well organized, flexible, resourceful and efficient.

The ability to interact with key constituents of the organization at all levels, including Board members, program managers, and donors, with a high level of professionalism and confidentiality is crucial to this role. Strong written and verbal communication skills, strong decision making ability and attention to detail are equally important.

IV. DUTIES AND RESPONSIBILITIES

- Responsible for coordination of CEO time, including managing his calendar for both internal and external events/meetings (requires excellent communication skills with both internal and external executives and assistants);



- Effectively leverage time of CEO, screen/prioritize appointment requests to assist CEO in managing time effectively; arrange amenities for meetings as necessary;
- Communicate on behalf of the CEO, to Board of Directors, funders and staff and serve as first line of communication for CEO;
- Assist CEO with preparation and review of reports, presentation materials and other documents including agendas, meeting minutes, check requests;
- Schedule, prep and attend CEO and management meetings, providing administrative support through note taking, follow-up, etc;
- Prepare correspondence and other materials for CEO, including thank you letters, emails, etc;
- Assist other departments with administrative functions as CEO recommends;
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner;
- Perform other duties as required.

V. QUALIFICATIONS AND SKILLS

- Bachelor's degree or higher;
- 1+ year experience supporting at the executive level;
- Excellent calendar management skills;
- Experience with MS Office, including Word, Excel, PowerPoint and Outlook;
- Exemplary written and verbal communication skills;
- Strong interpersonal skills, ability to work on a team and a high degree of confidentiality;
- Highly organized and motivated, with the ability to multi-task and meet tight deadlines;
- Knowledge of Salesforce is a plus.

VI. SALARY AND HOURS

Full-time position; Salary commensurate with experience.

Please email a resume and cover letter, outlining how skills and experience will support the work of College Bound Dorchester. Please state how you heard about this opportunity and your salary requirements in cover letter. Send resumes to Sherrie Waller at swaller@collegebounddorchester.org with subject line "Executive Assistant."