

St. Louis Community Health Worker (CHW) Coalition

Job Description



Position Title: Executive Administrator

Position Reports to: President & CEO

Project Description: Reporting directly to the CEO, the Executive Administrator provides executive level administrative support to the CEO. The Executive Administrator serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Administrator also serves as a liaison to the board of directors and leadership team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

Position Responsibilities:

Routine Activities:

- Attend and prepare scripts and materials for speaking engagements
- Maintain and submit bio, resume, headshot, etc as requested
- Capture notes during meetings (travel to meetings with the CEO)
- Organize Google Drive
- Help organize all staff and all board meetings
- Catalog big events worth announcing and sharing publicly
- Separate and distribute mail
- Renew old Coalition notes
- Coordinate Breakfast with the Board events
- Conduct social scans for social media content
- Proficient and frequent use of learning platforms: Skillshare, Udemy, LinkedIn Learning

Essential Activities:

Provide administrative and logistical support to the CEO.

- Track CEO commitments, goals, projects, tasks and deadlines
- Ensure items are effectively delegated, reprioritized, or addressed, navigating conflicting demands and time pressure
- Maintain the CEO's calendar; ensure time is allocated to the highest priorities
- Attend select meetings, take notes, capture action items, and ensure follow through
- Handle select matters expeditiously and proactively; follow-through to successful completion
- Answer the CHW phone line and respond to inquiries as appropriate
- Anticipate and address problems
- Manage the CEO's calendar and email
- Work with the CEO to triage the email inbox to ensure timely responses and delegation when appropriate. Ensure the CEO's prompt attention to urgent matters and deadlines.
- Prepare scripts, speaking points, and all materials for the CEO and Board members
- Conduct research and analysis as requested
- Follow up on contacts made by the CEO; support the cultivation of ongoing relationships
- Track relationship developments in online tracking system (e.g. adding contacts, creating accounts, updating notes)
- Manage all organizational Google Drives - organize, manage permissions, track contents
- Coordinate the distribution of mail and
- Arrange travel plans, itineraries, and agendas
- Prepare expense reports

Represent the CEO in internal and external communications.

- Provide a bridge for smooth communication between the CEO's office and Board members, partners, staff, and others
- Ensure that all stakeholders have positive interactions with you and the office of the CEO
- Maintain the highest level of confidentiality at all times

Organize effective meetings and events for the CEO and the Board.

- Schedule and arrange all staff meetings, board meetings, and other meetings as requested by the CEO and Board
- Confirm that attendees will be present and complete preparatory work, such as agendas and committee reports
- Research and prepare select reports and materials for the CEO and or Board
- Secure offsite locations and support travel logistics as needed
- Prepare the room, materials, and refreshments as requested
 - Procure all items and supplies needed for meetings including technology, meals, seating, tables, microphones, etc.
 - Ensure the room set up is conducive to the business being conducted
- Ensure compliance with bylaws, prepare minutes and reports

Perform other duties as assigned

Qualifications:

Education: A bachelor's degree is preferred.

Experience: A minimum of 5-10 years experience supporting C-Level Executives. At least 2 years experience working in social services, community development, nonprofit administration, political science, economics, civic engagement, public health, or health care administration is preferred.

Other Requirements: Strong passion for the mission and demonstrated interest in racial equity - honoring Black spaces, specifically. Proven ability to use outstanding interpersonal, political navigation, and communication skills to build strong relationships and negotiate challenging situations, often with senior executives, in a friendly and professional way. Highly organized, and highly detail-oriented with strong project management and organization skills; able to perform and prioritize multiple tasks seamlessly. Expert-level verbal and written communication skills. Demonstrated proactive approaches to problem-solving with strong decision-making capability. Emotional maturity. Strong research and problem-solving skills. Highly resourceful team-player, with the ability to also be extremely effective independently. Proven ability to handle confidential information with discretion. Comfortable in a high performing, fast-paced and quickly growing organization; demonstrated ability to achieve high performance goals, meet deadlines and adapt to changing circumstances
Tech savvy and able to pick up other applications quickly

Additional Information:

Full-time, 40 hour per week, exempt position.

Work Environment and Physical Demands:

Employees can expect to work in an environment that is free from discrimination, intimidation, coercion, or harassment, including sexual. Employees are expected to perform their duties in a hybrid environment; however, work is primarily performed indoors in an office setting. Employee may be required to travel, particularly during the business day, although some out-of-the area travel may be expected. The employee is frequently required to walk, bend, twist, push, pull, reach above shoulder, and use hands to finger, handle, or feel – mounting to an occasional lift and/or move up to 25 pounds.

Annual Salary: \$65,000 – 80,000

Application Instructions: Please send resume and cover letter to: hello@stlchwcoalition.org

Subject: Executive Administrator

Interview process will include:

1. Questionnaire
2. Pre-screening interview
3. Performance task
4. Final interview