

## Executive Assistant

**Position Title:** Executive Assistant  
**Classification:** Full-Time, non-exempt  
**Location:** Kansas City, Kansas  
**Reports To:** President & Chief Executive Officer



**Position Overview:** Reporting to the President & Chief Executive Officer, the Executive Assistant will support the senior leadership team performing a range of administrative and office support functions. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The Executive Assistant will directly contribute to increasing JA's capacity to inspire and prepare youth to achieve their greatest potential and realize economic mobility.

### ROLES & RESPONSIBILITIES:

- Manage the organization's front desk providing exceptional customer experience by welcoming guests, answering phones, accepting deliveries, etc.
- Provide administrative support to the senior leadership team. Areas of support include scheduling meetings, creating win-win situations for direct access to the senior leadership's time and office, maintaining organization primary calendar, managing incoming and outgoing phone calls, drafting correspondence, creating spreadsheets and presentations, preparation of expense reports, mailing letters & packages, establishing and maintaining electronic and paper files, copying, etc.
- Assist in the management and administration of special projects, as assigned
- Prepare, manage, and disseminate materials and communications for all Board of Director and committee meetings including agendas, minutes, supporting documentation, presentations, etc.
- Document correspondence, activity, future actions, and contact information in CRM database.
- Manage meeting rooms including scheduling, refreshments, technology needs, etc.
- Coordinate travel arrangements and detailed travel itineraries
- Assist with basic bookkeeping tasks
- Ensures materials and reports for signature are accurate and complete; proofreads and checks materials for accuracy, completeness and compliance with organization standards, policies, and procedures.
- Other duties as assigned.

### PROFESSIONAL ATTRIBUTES REQUIRED:

- Demonstrated ability to meet deadlines and adapt to changing circumstances
- Highly organized, and highly detail-oriented with strong project management skills; able to perform and prioritize multiple tasks seamlessly
- Possess outstanding verbal and written communication skills
- Proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently

**QUALIFICATIONS (\*required)**

- Associates Degree and at 3 years of related experience or at least 5 years of executive assistant experience\*
- Strong work tenure: 3 to 5 years of experience supporting an executive team\*
- Excellent verbal and written communication skills\*
- Excellent organizational skills and attention to detail\*
- Excellent time management skills with a proven ability to meet deadlines\*
- Highly proficient with the Microsoft Office Suite\*
- Experience working with a CRM system or relational database. Knowledge of Raiser's Edge or BCRM, a plus
- Prior nonprofit experience a plus
- Passion for and familiarity with the nonprofit sector and Junior Achievement mission\*

**Compensation & Benefits:**

The Executive Assistant position is an outstanding opportunity to join a growing, mission-driven organization. JAKC offers a competitive compensation package including compensation, health, vacation, 401K, and other benefits. Additionally, Junior Achievement of Greater Kansas City offices are located in a newly remodeled, state of the art 22,000 square foot facility centrally located in the heart of Kansas City, at 47th & Mission Road in Kansas City, KS. The new facility offers a fun, welcoming and inclusive workplace culture with state of the technology and amenities.

Rate: \$19.34-\$21.00/hour

**Additional Information:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. In addition, it does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change. The Executive Assistant role is expected to work 80% of the time in office, between the hours of 8:30-3:30, Monday - Friday. The remaining 20% of time can be worked remotely with an agreed upon flexible schedule.

JAKC is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

In addition to the above requirements, candidate must have a valid driver's license and proof of current vehicle insurance; commit to follow all agency policies; carry out the essential functions of the position with, or without, accommodation; and demonstrate cultural competence and support JAKC mission, beliefs, and values.

**APPLICATION INSTRUCTIONS:**

Interested applicants should submit a cover letter and resume to Caylee Knox, [cknox@jagkc.org](mailto:cknox@jagkc.org). Complete applications received by Sunday, May 2, 2021 will be considered.

*For more information about Junior Achievement of Greater Kansas City, please visit our [website](#).*