



Vacancy Announcement

Position Title: Executive Assistant
Reports To: President and CEO
Position Class: Full Time
FLSA Status: Salaried, Exempt
Location: District of Columbia, Washington/Metro

The Congressional Black Caucus Foundation was established in 1976 as a nonpartisan, non-profit, public policy, research and educational institute. Our mission is to advance the global black community by developing leaders, informing policy, and educating the public. CBCF facilitates the exchange of ideas and information by addressing critical issues affecting communities; and providing leadership development and scholarship opportunities to address social, economic and health disparities. Visit our web site at www.cbcfinc.org to learn about our programs.

Position Summary:

The Executive Assistant (EA) to the President and CEO must be self-motivated, quick-thinking, flexible and able to juggle multiple and diverse responsibilities in an efficient manner. He/she must be confident, reliable, and enjoy working in a fast pace job where each day can bring a new set of priorities and demands. He/she must be able to exercise discretion, good judgment and initiative while working regularly with the Chairman, senior managers, Board members, and a diverse group of internal and external customers on a variety of issues. He/she will act as the primary liaison between departments on all issues that affect the Office of the President and the Board of Directors; and will assist the President with the day-to-day functions of the executive office, handle administrative decisions, and provide administrative support for Board-related functions, including quarterly Board meetings. He/she will work closely with the staff of the Chairman to assist him with administrative tasks. The EA is expected to perform his/her duties in a confidential, professional, and reliable manner.

Essential Duties include but are not limited to the following:

- Manages the office of the President and performs administrative duties for the President and related office functions.
- Screens incoming calls and correspondence and responds independently when possible.
- Manages and maintains the President's calendar and meeting appointments with internal/external customers
- Works in a collaborative effort with various departments in the planning and preparation of events, programs and conferences as assigned. Helps to ensure that directions from the Office of the President are carried out.
- Handles meeting arrangements and prepares agendas, notices, background material, and resolutions for Board meetings.
- Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other complex documents including Board minutes, tracking reports, etc.
- Manages the digital and paper filing systems for the President and the Board of Directors including hard and soft copies, and business contacts file.
- Maintains periodic updates to the Board to keep them informed of programs/events and reports
- Edits correspondence coming to President's office for grammatical, style and typographical errors.

- Receives incoming mail, routine correspondence and respond or draft letters for the President's signature
- Ensures that office operations are in compliance with policies and procedures.
- Acts as the key custodian of corporate documents and records.
- Assist with special projects and performs miscellaneous job responsibilities as required.

Education, Experience and Skills:

Bachelor's Degree and/or minimum of three years proven experience providing executive and personal assistance to senior executives preferably in a busy non-profit or governmental setting. This position requires careful attention to detail, initiative, willingness to assume responsibility, confidentiality, strong organizational skills, and a dynamic, positive, and outgoing attitude.

Knowledge, Skills and Abilities Required:

- Extraordinary customer care skills and problem solving abilities
- Comfort in interacting with senior executives, donors, and the general public.
- Excellent verbal, written and communication skills.
- Ability to effectively and efficiently handle multiple, simultaneous, and complex tasks and project coordination.
- Requires strong computer and internet research ability, and skilled in MS Word, Excel and Power Point applications.
- Independent professional with solid organizational skills, initiative, and ability to prioritize, meet deadlines and make cognizant decisions.
- Must be knowledgeable about the organization, its mission and goals and key internal and external customers.
- Solid knowledge of office management policies/procedures and business protocol for working with executive management.
- Dependable job attendance and ability to from time to time be on-call after hours for administrative assistance when required.
- Ability to discreetly handle confidential and politically sensitive matters.

CBCF offers a competitive salary and excellent benefits package including health, dental, vision, 403(b), paid vacation and sick time. Qualified applicants only must apply as indicated: Forward a cover letter, resume, and three (3) professional references; type "**Executive Assistant**" in the email subject line, and then submit the email to Humanresources@cbcfinc.org by April 8, 2011. *Principals only. No phone calls accepted.*