

Role Description

**Job Title:** Executive Assistant/Impact Coordinator **Status:** Exempt

**Drafted:** November 20, 2019 **Updated:** Annually

**Role Summary**

Coordinates the workflow of executive leadership by providing administrative support such as effective internal and external communication through clear, professionally written and verbal interaction, producing reports, responding to inquiries, maintaining records, files, calendars, and contacts. Will assist and support the Impact Team in strategic efforts within our community; responsibilities including program research, project management and coordination.

**Core Accountabilities**

1. Coordinates all phases of work to support leadership in carrying out their duties.
	* Balance conflicting priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines.
	* Composes and responds to correspondence; edits work of others for clarity.
	* Develop and implement processes to continuously improve efficiencies.
	* Uphold a strict level of confidentiality.
	* Researching data to prepare documents for review and presentation to key stakeholders.
	* Reading and analyzing incoming memos, submissions, and redistributing them as needed.
	* Ability to organize and prioritize workload to meet deadlines in a fast-paced environment.
	* A proactive approach to problem-solving with strong decision-making skills.
	* Professional level verbal and written communications skills.
2. Schedules and coordinates meetings
	* Coordinate complex calendar management/meeting scheduling.
	* Prepares and disseminate agenda or supporting documentation, prior to meeting.
	* Reserves meeting rooms, A/V equipment, coordinates room set up, and arranges catering.
	* Supports Executive Leadership by attending meetings to take minutes, distribute materials, etc.
	* Plan and organize conferences, retreats, and/or events as needed.
	* Coordinate travel itineraries as needed.
	* Will assist leadership with preparation for committee meetings including preparing agendas, transcribing minutes, ordering catering, and room configuration.
3. Performs routine functions to maintain an organized and efficient office environment
	* Sorts and distributes mail daily.
	* Maintains and organizes files.
	* Processes requests for payments, purchases and reimbursements as needed in accordance with Dogwood’s policies and procedures.
4. Technical Proficiency
	* Demonstrate proficiency with various software, including word processing, spreadsheets, databases, and presentation software with ability to prepare charts, graphs and visual aids.
	* Demonstrate willingness/ability to adapt to upgrades and system changes, as well as troubleshoot/work around system downtime or failure.
5. Research and Community Engagement.
* Initiate and manage research projects, community outreach
* Develop an understanding of the health-related needs and equity efforts of the community, the non-profit ecosystem, and the strategies that the Trust undertakes to effect change.
* Plan special meeting and events.
1. Impact Coordination.
* Schedule meetings and appointments, manage travel itineraries, submit credit card reconciliations and mileage reimbursements for the Impact Director.

**Our Creed**

**Our Purpose:** To dramatically improve the health and well-being of all people and communities of Western North Carolina.

**Diversity, Equity and Inclusion:** Dogwood Health Trust's commitment to diversity, equity and inclusion is unwavering in our work to dramatically improve the health and well-being of all people and communities of Western North Carolina.

**Our Values:** We live into three key values which uphold our purpose and inform our strategies and decisions.

**Compassion with Courage:** We will be bold in pursuing our commitment to the people and communities of Western North Carolina by taking smart risks and investing in opportunities for profound impact.

**Sustainability with Integrity:** We will bring transparency and humility in stewarding resources to support and strengthen Western North Carolina for generations to come.

**Partnering with Purpose:** We will foster collective impact by promoting collaboration and advancing shared learning.

**Our Guiding Principles:** Our approach to this work is shaped by three guiding principles.

**Keep People and Communities First:** We honor the diversity of lived experiences across Western North Carolina by listening to understand before seeking to be understood.

**Pursue Strategic and Systemic Change:** We seek to catalyze transformative, multigenerational impact through data-informed and culturally competent decisions.

**Be Accountable Stewards of Dogwood’s Resources:**  We assume responsibility for making decisions that marshal the Trust’s resources for maximum positive impact.

**Skill Set and Experience**

**Required Education:** High school diploma or equivalent

**Preferred Education:** Bachelor’s Degree

**Required License:** n/a

**Preferred License:** Notary public

**Required Experience:** five or more years of related experience

**Preferred Experience:** five years supporting a C-suite executive; three years supporting a board or committee

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of staff classified in this role.

*Employee Signature Date*

*Supervisor Signature Date*