



## Executive Assistant Job Description

**Position Title:** Executive Assistant  
**Reports to:** Chief Executive Officer (CEO)  
**FLSA Status:** Exempt      **Work Schedule:** Full-time  
**Approved:** December 2020

### About Every Kid Counts Oklahoma (EKCO)

EKCO is uniquely positioned to effect change in the Oklahoma education system by encouraging partnerships with existing education-centered organizations across the state and providing a platform for leaders to have their voices heard for education reform in Oklahoma.

We believe that education is not a partisan or political issue. Our goal is to ensure that all Oklahoma students have access to a quality education, by organizing and empowering teachers, parents, and community leaders. While education reform organizations can be effective in individual lanes, we must work together to give all students the education they deserve.

We have big dreams for Oklahoma education and believe that bold thinking can revolutionize our school systems and bring better outcomes for our students. Our education system will not improve until we all commit to doing better. The time to act is now.

### Job Description

The Executive Assistant is responsible for managing the CEO's schedule, serves as the face of the organization, and manages the activities of the overall organization.

### Primary Job Responsibilities

- Act as the point of contact among executives, employees, clients, and other external partners.
- Manage CEO's calendar and schedule meetings including taking minutes as needed.
- Manage information flow including screening phone calls and the distribution of correspondence in a timely and accurate manner.
- Format information for internal and external communication – memos, emails, presentations, reports.
- Make travel and accommodation arrangements as needed.
- Implement and oversee all operational financial management, planning, systems and controls, and processes and policies in support of organizations mission, grant requirements, and federal, state and local laws.
- Payroll management, including employee benefits.
- Manage EKCO's website content, social media channels, monitor EKCO's online presence and brand reputation and respond to stakeholders in a timely manner.

### **Key Abilities and Requirements**

- Prior work experience as an Executive Assistant, Personal Assistant or similar role is preferred.
- Associates or bachelor's degree in business or related field preferred.
- Ability to use current versions of word processing, spreadsheet, presentation and publishing software applications. (Microsoft Office and G-Suite applications)
- Outstanding organizational and time management skills.
- Excellent verbal and written communications skills.
- Discretion and confidentiality are critical in this position.
- Payroll management, including employee benefits.
- Operational financial management, planning, systems and controls, and processes and policies in support of organizations mission, grant requirements, and federal, state and local laws.
- Familiarity and facility with mainstream social media platforms.
- Experience with website content editing.
- Light travel may occasionally be required-- across Oklahoma for meetings or nationally for conferences. A valid driver's license and auto insurance is required.

### **Salary and Benefits**

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to walk, climb stairs, kneel, crouch, crawl, and lift arms and hands above shoulder level. Must be able to lift and carry items up to 25 pounds occasionally. Must be able to manually operate and use a computer. Must be able to clearly hear and understand telephone conversations. Must be able to speak and communicate clearly.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

### **Equal Opportunity Employer**

To provide equal employment and advancement opportunities to all individuals, employment decisions at EKCO will be based on merit, qualifications, and abilities. EKCO does not discriminate in hiring, promotion, or any other aspect of your employment on the

basis of race, color, religion, gender, age, national origin, physical or mental disability, marital status, sexual orientation, or any other characteristic protected by law.

***This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.***

I acknowledge that I have read and understand this job description.

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Name

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Date

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Signature