



**BOYS & GIRLS CLUBS**  
OF PORTLAND METROPOLITAN AREA

**Position Profile:**

**Position Title:** Executive Assistant

**Reports To:** CEO

**Classification:** Full-time/salary

**Salary:** \$35,000.00 to \$45,000.00/a year

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**BGCP'S mission** is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members. BGCP's top priorities are to ensure an inclusive, diverse, and equitable work environment with an uncompromised commitment to safety. We are committed to filtering all policies and practices through an equity-based and trauma-informed care lens. We position ourselves as lifelong learners and seek individuals who have demonstrated dedication to creating safe and nurturing environments. We seek individuals who are dedicated to supporting extraordinary experiences for youth, are exceptional team members, have an investment in our surrounding communities, and are hungry for ongoing personal growth and professional development.

**Join our dynamic team** and be prepared to be challenged, to work hard, and to participate in a vibrant, mission-driven environment. Be prepared to fall in love with the work we do and the youth with whom we are privileged to serve each day. For more information on BGCP and our work visit: <http://bgcportland.org/about/>

**BGCP is currently searching for an Executive Assistant.** Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO. The Executive Assistant also serves as a liaison to the board of directors and executive management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within an environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Roles and Responsibilities Executive Support**

- Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates, and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating direct access to the CEO's time and office.
- Communicates directly, and on behalf of the CEO, with Board members, donors, Executive staff, and others, on matters related to CEO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature.
- Works closely and effectively with the CEO to keep well informed of upcoming commitments

and responsibilities, following up appropriately.

- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization
- Prioritizes conflicting needs; handles matter expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Organize and coordinate office administration and procedures, to ensure organizational effectiveness, efficiency, and safety.
- Manage office services by ensuring office operations and procedures are organized, especially as it relates to opening and documenting incoming mail and correspondence, recording all incoming checks and following the proper fiscal and financial procedures related are consistent with the internal control procedures of BGCP, filing systems are designed, supply requisitions are reviewed and approved.
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, and retrieval.
- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts, and office systems.
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office.

### **Board Support and Liaison**

- Serves as the CEO's administrative liaison to the Associate Board, Pacesetters and New Columbia Youth Center Condo Association.
- Coordinate calendars, operations, and engagements for Board & Committee meetings, note taking and meeting minutes.
- Maintains discretion and confidentiality in relationships with all board members.
- Assist the CEO in preparation, coordination and distribution of the Board of Director's packet in advance of the quarterly board meetings.

### **Executive Management Liaison**

- Participates as an adjunct member of the Executive Management Team including assisting in scheduling meetings, attending, note taking and meeting minutes of these meetings including EMT, Equity Committee, Safety Committee and other Board designated committees as directed by the CEO.
- Assists in coordinating the agenda of Executive Management Team meetings and off-sites, and all staff meetings.
- Ensures that the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the organization in general
- Edits and completes first drafts for written communications to external stake holders
- Follows up on contacts made by the CEO and supports the cultivation of ongoing relationships
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Expert level written and verbal communication skills
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response

### **Education and Experience Requirements**

- Bachelor's degree highly preferred

- Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development, and fundraising
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.

### **The Application Packet**

1. A resume’.
2. A cover letter. The cover letter should address why you are interested in this opportunity and how your qualifications and experiences (both professional and/or lived) will make you a successful candidate for this position. The cover letter should also demonstrate your work experience and how they are related to those shown in the position general requirements.

### **The Selection Process**

1. Initial review of minimum qualifications
2. Application materials review
3. Consideration of top candidates
4. Background and reference checks

Note: Application information may be used throughout the entire selection process. This process is subject to change without notice.

*Diversity and Inclusion: At BGCP, we do not just accept difference; we value it and support it to create a culture of dignity and respect for our employees.*

*BGCP is proud to an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law.*

*Under Oregon Law, qualifying veterans may apply for veterans’ preference.*

*BGCP gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact BGCP Human Resources in advance to request assistance.*