

Position Description: Executive Assistant and Board Liaison (Philadelphia, PA)

Position: Executive Assistant and Board Liaison	Department: 910/Executive Office
Reports to: President & CEO	FLSA Status: Exempt
Revised: August 2023	Classification: Regular Full-Time

Position Summary

The Executive Assistant and Board Liaison plays a critical support role for The Food Trust as the organization works toward its mission of delicious, nutritious food for all. The Executive Assistant and Board Liaison will work behind the scenes with The Food Trust’s President & CEO to manage meetings, travel and expenses; coordinate materials to prepare for meetings and events; and ensure timely, accurate and clear communications with the organization’s Board of Directors.

This role requires exceptional communication skills, meticulous attention to detail, and the highest regard for managing confidential, sensitive and/or nuanced information; the ideal candidate will also prioritize building strong, professional relationships with internal and external stakeholders. The Executive Assistant and Board Liaison will be a prompt, professional, self-starting team player who enjoys working in a fast-paced environment that is mission-driven, results-focused and community-oriented.

Essential Functions

- Manages the calendar of the CEO, including coordinating inbound/outbound requests for recurring and non-recurring meetings with internal and external parties (e.g., staff, Board, donors, corporate and nonprofit partners, community leaders)
- Effectively prioritizes requests for the CEO’s time in alignment with current priorities, and exercises judgment to ensure a smooth flow to each day
- Keeps CEO well-informed of upcoming meetings and commitments; and anticipates and supports meeting-related needs including, but not limited to, travel arrangements, coordination of meeting logistics, creation and distribution of meeting materials, and background research
- Communicates on behalf of, and serves as an ambassador of, the President & CEO’s office, as well as The Food Trust, on phone calls, through emails, and at in-person engagements; handles all communications in a timely and professional manner
- Manages all aspects of Board of Directors and other key meeting requirements, including but not limited to meeting and event coordination and arrangements; agenda development; distribution of meeting notices; preparation and distribution of meeting materials; recording and archiving meeting attendance and minutes; and running any A/V needs or room set-up
- Support the Board of Directors through the coordination of information and communication to Board members and Committee members, including being the key person accountable for the timely and efficient delivery of Board and committee meeting packages
- Maintains accurate, up-to-date data on Board and committee members (e.g., demographics, service terms, contact information, forms, etc.)

- Draft memos, reports, letters and other correspondence and communications, take notes where appropriate, and assist as required with other company logistics
- Attends internal and external meetings as requested with and/or on behalf of the CEO
- Participates as a member of the team to accomplish The Food Trust's strategic priorities
- Provides administrative and project management support as required on special projects
- Demonstrates professionalism including outstanding interpersonal skills and professional appearance and demeanor
- Works professionally, collaboratively and respectfully with all colleagues and stakeholders, community leaders, and the executives to move The Food Trust's work forward

Non-Essential Functions

- Attends relevant workshops or joins professional industry groups as necessary to maintain professional knowledge
- Adheres to The Food Trust's security guidelines and ensures the appropriate handling of sensitive information
- Facilitates and attends relevant staff meetings to promote communication and execution of goals
- Other duties as assigned within the scope of position expectations

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office and Google Suite (Word, Excel, PowerPoint, Outlook, Gmail, Google Drive, Google Calendar)
- Ability to interact with all levels within the organization
- Strong verbal and written communication skills
- Strong time management skills
- Demonstrated initiative and flexibility; forward-looking and able to anticipate next steps and exercise judgment; able to quickly pivot in response to current circumstances
- Ability to effectively handle multiple competing priorities and follow through on tasks and projects to completion
- Exhibit a very high degree of confidentiality at all times
- Strong leadership skills
- Excellent interpersonal and organizational skills, with superb attention to detail
- Must be able to identify and resolve problems in a timely manner; operates with a solution mindset
- Must be able to gather and analyze information skillfully
- Team player with experience with internal and external relationship management and excellent customer service skills

Experience, Education and Licensure

- Bachelor's Degree required; preferably in related discipline
- 5 or more years of experience supporting executives (preferably in a nonprofit organization)
- Knowledge of, or experience in, nonprofit organizations and Board of Directors protocols

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee will spend a majority of time sitting at a desk working at a computer workstation keyboarding, using a telephone, and performing routine clerical duties.
- The employee must occasionally lift and/or move up to 25 pounds.
- Operate related office equipment and use necessary tools.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee 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 noise level in the work environment is usually moderate.
- Although work is primarily indoors, you will be required to travel outside to The Food Trust locations/special events.
- This position may require travel throughout the country.
- Position may require occasional trips to attend conferences seminars, and meetings.
- May require working non-traditional hours based on operational needs.

How to Apply

Email your résumé and cover letter to jobs@thefoodtrust.org. Please reference “Executive Assistant and Board Liaison” in the subject line.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.