

JOB TITLE: Executive Assistant/Office Manager

REPORTS TO: President/CEO

STATUS: Full-Time Exempt

HOW TO APPLY: Email resume and cover letter to Karen Morrison at karen@gck.org.

Deadline, Tuesday, April 9, 2024, 5pm



Provide administrative support for President/CEO, assist with facility management, and provide supplemental support to program and development functions.

CORE ACCOUNTABILITIES

60% Administrative Support

- Provide administrative support for the President/CEO including support with Board and committee meetings, functions and communication
- Maintain all Gilda's Club Kentuckiana credit card records and conduct monthly receipt verification
- Coordinate with Business Manager, CFO and designated check signers to process staff expense reports and program/development check requests
- Provides support/back-up to IT Director regarding third-party needs
- Other duties as assigned

30% Facilities

- Assist the COO in coordinating facility issues and supporting facility committee
- Work with leadership volunteers who provide facility maintenance as they are able
- Ensure all facility maintenance schedules are followed—i.e. HVAC, fire suppression, hood, cleaning, etc.

10% Program/Development

- Support program and development events and projects

CORE COMPETENCIES

Creativity: Applies new ways of thinking about situations. Draws on internal and external best practices to revitalize or abandon existing processes. Builds original processes to fit emerging priorities. Makes unique, value-added connections and contributions. Fosters an environment of innovation. Flexible and adaptable. Ability to create “outside the box” approaches and solutions.

Customer Focus: Systematically gains input from stakeholders and partners and thoroughly understands their needs. Allocates and tailors resources that fulfill and often exceed their expectations for delivery, quality, and flexibility in ways that also serve the organization well. Organizes around “customer” requirements.

Drive for Results: Demonstrates initiative and sustained motivation to achieve increasingly higher levels of performance—both process and outcome. Prioritizes and invests organizational resources to find and pursue significant opportunities. Displays speed, tenacity and resilience. Thrives on “raising the bar.”

Directing Through Systems: Designs practices and operations that can be performed effectively and efficiently without personal day-to-day management. Uses contingencies to keep planned results on track. Removes barriers, disseminates relevant information rapidly to all stakeholders and moves decision making authority as close to the action as possible. Positively impacts people and seamlessly coordinates work across the matrix without being there personally. Delegates and empowers well.

Professional Expertise: Proven leadership and technical knowledge in key areas of responsibility. Champions development of new capabilities.

Results Driven: Demonstrates initiative and sustained motivation to achieve increasingly higher levels of performance - both process and outcome. Prioritizes and invests organizational resources to find and pursue significant opportunities. Displays speed, tenacity and resilience. Takes calculated risks comfortably. A consistently superior performer who relishes leading with courage. Thrives on “raising the bar.”

Strategic Agility: Accurately anticipates future events, trends, problems and opportunities on community-wide levels. Uses broad and deep perspective to paint credible pictures of possibilities and likelihoods. Learns and develops incremental and breakthrough business processes. Aligns the organization strategically. Deals well with paradox. Conceptually sharp.

Teamwork: Works collaboratively with others to accomplish common objectives. Integrates and pools resources across the organization. Readily exchanges best practices. Actively contributes to team goals as a leader or follower. Shares wins and losses. Steps up to and resolves conflict diplomatically. Develops community. Forges win-win internal and external alliances and joint ventures. Genuinely cares about people. Holds strong relationships with primary work group.

Valuing Diversity, Equity, Inclusion and Belonging: Respects differences in ideas, experience, competencies, cultural and geographic background, lifestyle or work style. Values and leverages these differences and customizes work practices to achieve organizational objectives and reinforce organizational values. Actively works to encourage a sense of belonging for all team members and models a desire and willingness to increase awareness and understanding to embody DEI and B values more fully.