Position: Executive Assistant to the President & CEO
Reports To: President & CEO
FLSA Status: Full time, exempt
Department: Administration

Summary:
The Executive Assistant contributes to the mission of Colorado Public Radio by providing administrative support to the President and CEO of CPR and exceptional service to all constituents who interact with the CEO’s office. The Executive Assistant conducts all activities with discretion, confidentiality and professionalism. The Executive Assistant works independently to contribute to the responsiveness, effectiveness and accessibility of the CEO’s office and related activity.

Essential Duties and Responsibilities:

- Maintain electronic calendars. Provide confirmation and reminders of meetings. Secure reservations for outside meetings and schedule conference rooms and technology/equipment as needed. Regularly review calendar and proactively manage scheduling conflicts. Coordinate with content, development and other departments on events in which the CEO participates.

- Manage administrative activities for the CPR governing board/committees and the Community Advisory Board, including scheduling, logistics, and meeting minutes. Gather information and draft presentation materials.

- Assist with and provide hospitality for guests. Arrange catering as needed. Provide concierge level of service to board members, donors and guests. Assist with constituent stewardship and recognition. Contact constituents on behalf of CEO to arrange meetings, luncheons, invitations etc. Attend and assist with special events as needed. Generate RSVPs, reminders and follow up when needed.

- Draft, edit and proofread correspondence for the CEO. Create and maintain frequently used distribution lists.

- Prepare agendas, schedule and keep notes for regular and ad hoc meetings. File and distribute notes, correspondence and minutes. Track projects, due dates and provide reminders for CEO and other staff as applicable.

- Sort and organize items for review daily. Retrieve and process To Do items throughout the day. Maintain files. Liaison with listener and donor services to research and answer questions.
● Make travel arrangements for CEO travel including lodging, transportation, and registrations. Prepare and submit travel documentation and expense reports in accordance with travel policy. Prepare travel folder for CEO with all relevant information, confirmations, meeting materials etc. Monitor and maintain travel budget.

● Assist with employee, board and donor recognition - acknowledging personally important events, accomplishments, etc. Maintain stock of cards and CPR logo items. Use proper procedures to purchase/send flowers and acknowledgements to donors, staff or other constituents.

● Contribute positively as an ad hoc member of the the Senior and Leadership team units.

● Communicate issues of importance frequently to others. Seek or offer assistance when needed and available.

● Drive personal vehicle for transporting guests, picking up supplies and other organization errands as needed (standard IRS mileage reimbursement applies).

● Provide backup for other administrative personnel.

● Other job duties as may be assigned.

Core Competencies:

● **Change/Adaptability/Flexibility:** Adapts to change that benefits CPR, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

● **Communication:** Communicates well both verbally and in writing, promptly shares information and ideas with others throughout the organization as appropriate, has active listening skills, can negotiate and persuade as needed.

● **Results Focus/Initiative:** Targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets high standards and takes responsibility, provides leadership/motivation.

● **Collaboration:** Working collaboratively with others to solve problems, achieve common goals and positive results. Listens to others and values opinions. Is open with other team members and expresses disagreement constructively. Seeks opportunities to work on teams as a means to develop experience and knowledge.

Knowledge and Competencies:

● Identification with the mission and purpose of Colorado Public Radio.

● A minimum of 3 years experience as a high level executive assistant required.

● Meticulous sense of detail.
● Ability to manage multiple tasks.
● Active communication and problem-solving skills.
● Ability to work with a wide range of staff and activities.
● Strong working knowledge of Microsoft suite of tools.
● Adept with technology for document creation, management and presentation.
● Working knowledge of Colorado Public Radio programming and the services of the network is preferred.
● Current driver's license and clean driving record required.
● Access to a personal vehicle highly desired.

Professionalism: Observes work rules and practices covered during the orientation process and practices appropriate conduct as outlined in the CPR Handbook.