

# UNITED WAY OF GREATER CHATTANOOGA

## Job Description



**POSITION TITLE:** Executive Assistant  
**FLSA STATUS:** Full Time/Exempt  
**DEPARTMENT:** Administrative  
**REPORTS TO:** President/CEO

### Purpose of Position:

The Executive Assistant will work directly for, and with, the CEO to increase organizational effectiveness. The primary functions for this role include support to the UWGC Board Chair & CEO, project management, completion of tasks related to the CEO's meetings and priorities, scheduling/meeting reminders/logistics/etc., for both the Board of Directors and CEO, and ensuring that internal and external executive tasks are completed accurately and on-time. The position will require strong communication skills and will interface with both internal and external stakeholders daily. Excellent customer service skills, a focus on solutions, a positive attitude, and attention to detail are required.

### Essential Job Functions:

- Manage calendar, meeting logistics and reminders, and correspondence for Board of Directors.
- Support of the senior leadership team as appropriate.
- Coordinate staff meetings, weekly huddles and learning retreats.
- Prepare presentations for staff, Board and community on CEO behalf.
- Coordinate donor and community acknowledgements and thank you letters from CEO.
- Work with campaign and finance to produce bi-weekly giving reports to inform CEO
- Manage agendas, meeting reminders and act as liaison with staff for board reporting.
- Write draft correspondence on behalf of Board Chair and CEO.
- Set and manage calendar, messages and staff requests for CEO including appointments, travel, meeting logistics, and internal deadlines.
- Provide project management for executive office initiatives, including Bold Plays and strategic priorities.
- Attend and take notes for leadership meetings; create action items and assignments for staff.
- Manage deadlines for CEO and staff tasks; ensure follow up and completion of time sensitive tasks.
- Work collaboratively with all staff / cross-departmental teams to ensure accurate and timely completion of financial, strategic goal and cross departmental projects.
- Manage projects related to Board development.
- Research best practices related to UWGC focus areas. Produce reports as necessary for CEO and Board.

### Skills and Experience:

- Exemplary writing, editing and communication skills
- Exemplary customer service skills
- Ability to effectively and confidently communicate with individuals at all levels of professional experience, including C suite executives
- Attention to detail

- Tact, discretion and ability to handle confidential donor and organization information
- Ability to multi-task
- Strong implementation skills
- Organized
- Willingness to work a flexible schedule, including occasional evening and weekend hours.
- 

**Education and Qualifications:**

- Bachelor's degree required
- Minimum 3-5 years of professional experience
- Program or office management
- Project Management experience preferred

**Physical Requirements:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Executive Assistant. The employee is required to talk and hear, frequently stand and bend, walk, use hands and fingers to handle or feel. The employee is required to reach with hands and arms, and sit for long periods of time.

**Work Environment:**

This role is performed onsite in a professional office setting with moderate noise level and professional dress. This position also frequents other workplaces with a variety of physical environments and dress standards therefore flexibility is a must. This role routinely uses standard office equipment such as computers, phones, printers/scanners, copiers, filing cabinets.

**Position Type/Expected Hours of Work:**

This is a full-time position, and general hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m. Occasional irregular hours and weekend work may be required

**If you are interested in applying for this position, please submit your cover letter and resume to [tammymccallie@uwchatt.org](mailto:tammymccallie@uwchatt.org) as soon as possible.**