



## **HISTORIC MISSION SAN JUAN CAPISTRANO EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **SUMMARY:**

The Executive Assistant to the Executive Director is a full time, exempt at-will position at Mission San Juan Capistrano reporting directly to the Executive Director. The Executive Assistant is responsible for a variety of administrative tasks that provide direct support to the Executive Director. The Executive Assistant is integral in helping the Executive Director meet organizational goals and strengthen the company's overall performance.

**REPORTS TO:** Executive Director

**SUPERVISION RECEIVED AND EXERCISED:** Receives general direction from the Executive Director

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Typical duties may include, but are not limited to the following:

- Serving as a liaison to the organization expressing the Executive Director's values and vision.
- Representing Mission San Juan Capistrano and the Executive office in a professional manner and in accordance with our core values of Service, Stewardship, Safety, and Guest Experience.
- Effectively fielding phone calls with professionalism and an understanding of prioritization.
- Disseminating information in a timely fashion throughout the organization in accordance with the Executive Director's guidance.
- Maintaining the Executive Director's calendar as well as calendaring organizational meetings and events.
- Maintaining accurate and complete records of key relationships including high level donors and the Board of Directors.

## **QUALIFICATIONS:**

### **Knowledge, Skills and Abilities:**

- Ability to work with a minimum amount of supervision under stressful conditions using effective pro-active problem-solving skills.
- Ability to remain patient and calm under deadlines.
- Excellent written and verbal communication skills, good proofreading abilities.
- Excellent professional and interpersonal skills.
- Excellent organizational skills with a detail-oriented mindset.
- Ability to provide excellent customer service to the public, staff, volunteers, members, donors, and the Board of Directors.
- Ability to manage and prioritize multiple projects effectively in a fast-paced environment.
- Good working knowledge of general office practices and procedures including the use and operation of standard office equipment.
- Excellent working knowledge of computer applications including Outlook, Word, and Excel and the ability to master other applications, as needed.
- Knowledge of Raiser's Edge a plus.
- Ability to understand and follow established operating procedures.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.

## **EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

**Education:** Bachelor's degree in Communications, Business Administration, or related field preferred.

### **Experience:**

- Three or more years of experience as an Executive Assistant.
- Experience in a non-profit organization a plus.

## **WORKING CONDITIONS:**

- Working environment includes indoor office setting with occasional work in an outdoor setting during events on the Mission grounds including exposure to inclement weather.
- Extensive contact with the public.
- Job functions may require maintaining physical condition necessary for sitting prolonged periods of time; climbing stairs; walking on uneven ground; reaching or kneeling; extensive use of computer keyboard; ability to lift 15 to 20 pounds.
- Schedule will include weekday and occasional evening and weekend flexible shifts.