

Senior Executive Administrator

Job Details

Job Location
Sacramento Regional Program Center - Sacramento, CA
Position Type
Full Time
Education Level
Degree and/or Applicable Years Experience
Salary Range
\$82,344.00 Salary/year
Travel Percentage
Negligible
Job Shift
Day

Description

As part of the application process, please complete the assessment by clicking [here](#).

The Senior Executive Administrator (SEA) is responsible for planning, managing, directing, and coordinating complex administrative, organizational, and executive support services for the Girl Scouts Heart of Central California (GSHCC) CEO and Board in a confidential, accurate, and timely manner.

The SEA is the primary resource and subject matter expert in governance and by-laws of the Council. The SEA also oversees aspects of the Council's governance system and serves as the liaison to the Council's Board of Directors and member representative assembly.

Essential Duties and Responsibilities

Chief Executive Officer Support

- Oversee daily operations of the office of the CEO, including arranging meetings with internal staff and external constituents, attending meetings, making travel arrangements, creating and maintaining the CEO's budget, and completing expense and mileage reports.
- Facilitate the CEO's ability to effectively lead the organization by anticipating needs and researching and preparing reports, assisting with special projects, designing and producing complex documents and presentations, collecting and preparing information for meetings with staff and external constituents, composing and preparing correspondence and maintaining contact lists.
- Instill organizational confidence by responding in a timely manner to inquiries on behalf of the CEO.
- Build strong relationships across the organization in order to better achieve the work of the Office of the CEO.

- Propose the creation of new systems and processes to streamline the Office of the CEO.
- Proactively manage and coordinate the CEO's calendar to ensure accessibility while exercising discretion and fostering strong relationships with executive contacts and prospects.
- Collaborate on the collection and compilation of reporting data to Girl Scouts of the USA (GSUSA) and review GSUSA correspondence, mandates and special initiatives.
- Manage time and projects so that unplanned and unexpected work can be accomplished in a timely manner.

Board Support and Governance

- Serve as liaison to the Board of Directors, providing support to Board members as needed and directed by the CEO.
- Manage Board meeting logistics, including creating and delivering the Board packet by the deadline, determining and implementing meeting menu, setting up the meeting, creating the Board presentation, taking accurate and concise minutes and conducting necessary follow-up.
- Plan and lead communications for Board and standing committees, including meeting invitations and coordination.
- Attend committee meetings, events and gatherings as needed.
- Provide oversight and guidance on council bylaws, general parliamentary procedures, governing policies and other pertinent processes.
- Manage and lead the Board Representative Committee, working in concert with staff, Board and volunteers to ensure a full complement of council Service Unit Representatives and successful Fall Forums.
- Oversee all aspects of the Annual Meeting, working collaboratively with the CEO, Board Task Force, marketing and other council staff.
- Support the work of the Board Development Committee, including conducting research, preparing documents, contacting candidates and creating candidate slates.
- Lead the council's National Council Session (NCS) efforts, serving as official GSUSA liaison, identifying and proposing delegates, educating and stewarding delegates, making all logistical and travel arrangements for NCS and traveling with and chaperoning Girl Scout delegates.
- Document and maintain records, correspondence, and other materials pertinent to the success of governance of the council.

General

- Attend GSHCC events, receptions and ceremonies as needed/requested.
- Work collaboratively with the executive leadership team, helping as needed.
- Other duties as assigned.

Qualifications

Skills and Qualifications

- Bachelors degree preferred.
- Proven experience (8+ years) in executive administrative support roles, preferably in non-profit organizations.
- Excellent computer skills and full working knowledge of key programs, including database management software; Microsoft Office Suite, and CRM. Experience with MS Teams, SharePoint and Salesforce a plus.
- Demonstrated ability in assuming responsibility, taking initiative, working in a team setting, and providing leadership to others.
- Outstanding written and verbal communication skills, strong decision-making ability and attention to detail.
- Uses discretion in all interactions to uphold highest standards of communication.
- Maintains confidentiality of sensitive, privileged information.
- Ability to make sound decisions and consider all relevant factors, even in the absence of complete information.
- Works independently and proactively seeking input from pertinent stakeholders and other relevant sources.
- Expert time management and organization skills.
- Demonstrated ability to address conflict in a timely and appropriate manner.
- Ability to multitask and work well under pressure with a sense of urgency.
- Believe in the aims and purpose of the Girl Scout Movement and subscribe to the principles expressed in the Promise and Law.
- Valid California driver's license, a clean driving record, and proof of insurance

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Operating office equipment with manual dexterity
- Driving, standing, bending, kneeling and lifting minimum 20lbs as necessary.

Hours of Work/Location

- Primarily an in-office position with occasional flexibility.
- Some travel required.
- Flexibility to be accessible outside of standard working hours for organizational communication with the CEO as required.

Other

Promote organizational community statement:

The Girl Scouts Heart of Central California Community Statement

Girl Scouts Heart of Central California (GSHCC) is a girl-centric and performance-driven community. As a collective, we care about each other, are sincere and relational with a strong sense of purpose.

As a member of this community, I have certain responsibilities and use the following principles to guide my actions:

- I build trust and relationships
- I engage in honest conversations
- I collaborate and urgently solve problems
- I act with integrity
- I am aware of my biases
- I embrace accountability
- I work effectively and efficiently
- I am courageous

Please apply directly on our website by using this link.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=234015&clientkey=A12ACBBBBF1539B574E31E758F9F9D18>