



Job Title	Senior Executive Assistant	FLSA Status DOL Status	Non-Exempt Full-Time
Program/Department	Admin	Supervisory Responsibilities	No
Reports To	CEO	CEO Approval Date	<i>pending</i>
Work Schedule	Office Hours follow business hours and may vary with supervisor approval		
Must pass required background check			

POSITION OVERVIEW

The Senior Executive Assistant supports Sunbeam’s Chief Executive Officer, executive leadership, Board of Directors, and Foundation Board of Directors. This role includes frequent communication and interaction with agency leadership and external stakeholders / community partners.

All employees and volunteers are expected to be sensitive to our clients’ cultural and socio-economic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam’s standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Create a warm, welcoming, and professional environment for all as the first point of contact for the CEO.
- Competently provide wide range of complex office administration and support to the CEO of the agency.
- Provide leadership with extensive and continuous calendar management, detailed meeting plan management, communications, and all other executive support.
- Ensure CEO and executive leadership are informed of priorities, deadlines, and challenges. Assist executive leadership in tracking key operational metrics by organizing and compiling data, researching facts, and coordination information retrieval.
- Independently perform special projects that require a combined knowledge of administrative needs and technical operations.
- Utilize efficient time management with the nuances of complex administrative assistance at the executive level.
- Maintain confidentiality in all aspects of leadership and agency information.
- Provide back-up administrative support in other areas of the agency as needed.
- Proficiently perform administrative duties as required for the CEO including but not limited to preparing correspondence, reports, spreadsheets, managing calendar, and follow-up with external stakeholders.
- Develop, implement, and administer office management system for storing, tracking, and coordinating agency information and functions.
- Timely and competently perform administrative duties necessary to support the agency Board of Directors, Board Committees, and Foundation Board, including but not limited to: preparing general

correspondence, attendance reports, meeting notices and minutes, scheduling meetings, and new board orientation.

- Prepare and distribute the Board manual and other materials needed to facilitate the work of the agency Board of Directors.
- Maintain the Board portal as directed to help ensure record keeping required by accrediting/licensing bodies, agency bylaws, and applicable regulations. Provide technical assistance and support to Board members on accessing the portal.
- Support the work of the Executive Team as needed for meetings, reports, and project tracking.
- Maintain regular attendance as scheduled.
- Perform other appropriate and related responsibilities as assigned by CEO or other member of the Executive Team.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	High School Diploma or GED	College credit hours
Experience	Three (3) years experience in administrative or clerical support for a CEO/Executive Director or Board of Directors with high level of responsibility	Experience working for a non-profit organization More than three (3) years related experience.
Skills Knowledge Abilities	<p>Ability to manage multiple assignments, set priorities, and adapt to changing conditions</p> <p>Strong interpersonal skills with the ability to interface effectively with a wide variety of internal and external stakeholders</p> <p>Excellent command of English language and grammar, both verbal and written</p> <p>Ability to interact with persons of diverse cultural and socioeconomic backgrounds in a manner that demonstrates sensitivity toward cultural differences and respect for each individual.</p> <p>Advanced knowledge and mastery of computer operations and applications, including Microsoft, and the ability to master other computer technology/ software programs as needed</p> <p>Must work independently and collaboratively in a team environment</p> <p>Exercise independent judgment</p>	Bilingual Spanish / English speaking

	<p>Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members</p> <p>Process, protect and exercise discretion in handling confidential information and materials</p> <p>Meticulous attention to detail</p> <p>Excellent calendar management skills and demonstrated history of complex scheduling and consistent follow-through</p> <p>Ability to anticipate needs, resourcefulness, and responsiveness</p> <p>Occasional travel required and must have valid Oklahoma driver's license and insurance as required by the position</p>	
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WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position for extended periods and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff. The noise level in the work environment varies from moderate to loud; frequent interruptions likely to occur.

Vaccination

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and

equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: