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## **Senior Executive Assistant to the CEO**

Full TimeClerical

OKC Administrative Office, Oklahoma City, OK, US

The Senior Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO, Board of Directors, and Executive Team. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Senior Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. This position is located in Oklahoma City, Oklahoma.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

#### **Essential Job Functions:**

Provide sophisticated calendar management for the CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.

Act as a liaison and provide support to groups like Committee Members and/or Board of Directors. Arrange and handle all logistics for Association committee meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes as required.

Maintain compliance with applicable rules and regulations set in bylaws regarding Committees and Board matters.

Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.

Serve as the primary point of contact for internal and external communication on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgment to reflect CEO's style and organization policy.

Assist other Chiefs and Directors as requested by the CEO.

Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Officer, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.

Provides a bridge for smooth communication between the Chief Executive Officer's and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.

Provides correspondence support in email and phone communications with internal and external constituents.

Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

High degree of professionalism and strong interpersonal skills in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.

Strong written and verbal communication skills.

Demonstrates proactive approaches to problem-solving with strong decision-making capability and the ability to achieve high performance goals and meet deadlines in a fast paced environment.

Resourceful team-player, with the ability to also be effective independently.

Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of professionalism at all times. Make appropriate, informed decisions regarding priorities and available time.

Ability to complete a high volume of tasks and projects with little or no guidance.

Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.

Able to maintain a high level of integrity and discretion in handling confidential information.

Excellent judgment is essential.

Ability to switch gears at a moment's notice.

This position will directly supervise the front receptionist in OKC and attend meetings (remote or in-person) with the corresponding Executive Assistant and Administrative team in Tulsa. This position will require ongoing collaboration with the corresponding Executive Assistant team as needed for multi-site projects and responsibilities.

### **Education and Experience Requirements**

Bachelor's degree preferred but not required.

Minimum 3 years of experience supporting C-Level Executives required.

Nonprofit board experience is highly preferred.

Expert proficiency with Microsoft Office and/or Google Suite and publishing/design tools like Canva; ability to design and edit graphic presentations and materials.

Proficient in Adobe Acrobat and Social Media web platforms. Proficiency in task management and donor management programs like Asana and Salesforce or similar programs.

Technical proficiency and problem-solving skills related to general troubleshooting of programs like Zoom, Google Meets, and presentation tools as well as audio and visual equipment

Experience and interest in internal and external communications, partnership development, and fundraising.