

JOB DESCRIPTION

Executive Assistant

FT Exempt

Reports to: CEO, CFO, CDO

Our Mission:

Increase sailing participation and excellence through education, competition, and equal opportunity, while upholding the principles of fair play, sportsmanship, and safety.

Our Vision for the Future of Sailing:

Sailing has become a rapidly growing sport in the US, driven by innovations in access and education, and inspired by American success in international competition. The diverse sailing community is aligned around common goals for the sport. Sailing has been embraced by the public as being inspiring, inclusive and accessible.

Our Values:

- Respect
- Integrity
- Excellence
- Collective Success
- Clarity and Transparency
- Sustainability

Position Summary

The Executive Assistant will be the assistant to the CEO, CFO, and CDO. The position will serve as a liaison between executive and other departments within the organization and with other National Governing Bodies. This position will provide support for the Foundation Board of Directors and other standing committees.

What you'll be doing:

- Assists the CEO, CDO, and CFO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.
- The Executive Assistant will provide high-level support for executive management including calendar management, communications and coordination of business meetings.
- Communicates with the general staff on the CEO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with the senior leadership team.
- Communicates directly and on behalf of the CEO with foundation staff, and others on matters related to programmatic initiatives as directed.

- Supports CEO in his/her external commitments including service on external boards, committees and other groups.
- Maintains confidential files and contact information; coordinates meetings, conferences, and committees both on and off site to support the CEO, CDO, and CFO's agendas.
- Assists in coordinating the agenda of senior management team meetings. Prepares an account of the meetings and designates and follows up on assigned action items.
- Ensures stakeholder compliance with background screening, confidentiality, conflict of interest, compliance with bylaws in conjunction with Compliance Manager.
- Prepare and manage correspondence, presentations, reports and letters.
- Maintaining highest level of confidentiality.
- Exercising good judgment; assuming responsibility for decisions, consequences, and results impacting staff, members and high quality of service.
- Other duties as assigned by senior leadership.

Who you are:

- Five years or more of experience as an executive administrative assistant in a CEO/President level setting.
- Working knowledge of Microsoft Excel, Word, PowerPoint, and Outlook.
- Demonstrate interpersonal skills and proficiency in business vocabulary to effectively represent the executive and the company to outside parties
- Excellent interpersonal, oral, and written communication skills.
- Excellent writing, proofreading, and editing skills.
- Organizational and planning skills, team player, excellent attention to detail, adaptable, takes initiative, problem solving skills, multitasking.
- Prioritize and manage multiple projects simultaneously with little or no supervision.
- Belief in the Olympic movement
- Appreciation for the sport of sailing

Benefits and Perks:

- Medical insurance
- Vision insurance
- Dental Insurance
- 403(b) with company match up to 5%
- Life insurance
- Long- and short-term disability insurance
- Paid time off, Sick, and Vacation time
- Access to free gym Membership at Roger William University campus
- Access to Roger Williams University cafeteria and lunch options
- Discounts to West Marine 5-60%
- Complimentary US Sailing Membership

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

US Sailing provides a vibrant work environment that values creativity, teamwork and respect. As part of our dedication to the diversity of our workforce, US Sailing is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) applying for this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the candidate will possess the skills aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Please submit resumes and letters of interest to ReneeWetterland@ussailing.org