



The International Center | Catalyst for a global Indiana

Job Title: Executive Assistant and Board Liaison

Reports To: CEO

FLSA Status: Non-Exempt; Standard 32 hours per week

Date: July 2017

I. JOB SUMMARY:

This position is responsible for maintaining the CEO's schedule and coordinating scheduling of key development, board and other meetings. This position is also responsible for providing support for effective maintenance of relationships between The International Center and various key stakeholder groups: the board, government and community leaders, and donors.

II. ESSENTIAL FUNCTIONS:

1. Coordinates and maintains CEO's schedule and appointments.
2. Acts as a liaison to the board; updates board website; prepares materials and takes minutes for board and key committee meetings, as directed
3. Coordinates key development and board appointments and meetings; performs post-meeting follow-up activity
4. Develops and maintains effective relationship with external administrative personnel supporting key individual stakeholders
5. Serves as liaison to the French Consulate in Chicago
6. Assists CEO with data needs utilizing Etapestry database
7. Completes additional administrative projects as assigned

III. EDUCATION AND/OR EXPERIENCE:

Bachelor's degree from a four-year college or university; or two years related experience and/or training; or equivalent combination of education and experience. Possessing an international background, travel, living overseas or working with global companies a plus.

IV. READING/WRITING SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.



The International Center | Catalyst for a global Indiana

V. MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure.

VI. REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

VII. OTHER SKILLS AND ABILITIES: (Languages spoken/written, etc.)

Additional language proficiency a plus; preference given to French

VIII. OTHER PREFERRED QUALIFICATIONS:

- Must possess computer skills for MS Office with extensive knowledge of Outlook calendar
- E-Tapestry database experience
- Excellent interpersonal skills
- Outstanding organization skills, including the ability to multi-task and prioritize
- Excellent phone and communication skills
- Effective and versatile writing skills
- Understanding and or experience of global business, cultural competency and diplomacy

IX. PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to talk or hear, sit and use their hands to finger, handle or feel. Occasionally, the employee will need to stand or walk, stoop, kneel, and reach with hands and arms. The employee will rarely need to climb or balance. Physical demands such as crouching and crawling are limited. The employee will rarely need to taste or smell. The employee will occasionally lift up to 25 pounds and will frequently need to lift up to 10 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and to perform normal office computer work.



The International Center | Catalyst for a global Indiana

XI. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to be exposed to an indoor office environment. Therefore, there are rarely to never any times that the employee would be exposed to any extreme or outdoor weather conditions, or extreme conditions such as humidity, cold or heat not associated with the weather, working in high places, or be exposed to fumes or airborne particles, explosives, radiation, vibration or toxic or caustic chemicals. There may rarely be a risk of electrical shock when dealing with office equipment cords, etc. The noise level in the work environment is usually one of a moderate level such as those typically experienced in an office setting.