

## SENIOR EXECUTIVE ASSISTANT

Recovery Resource Council is seeking a part-time Senior Executive Assistant who possesses a wide range of executive support experience. This position serves as the “gatekeeper” and “gateway,” creating win-win situations for direct access to the CEO’s time and office. This role operates in a dynamic, results-driven, fast-paced non-profit agency with regular exposure to confidential data and situations requiring discretion, tact, maturity, diplomacy, and good judgment. The candidate must be capable of working independently on projects, from conception to completion, and capable of working under pressure on a wide variety of activities while taking complete ownership. The successful candidate must also be able to work effectively with team members and demonstrate the ability to work with ambiguity. The Senior Executive Assistant must be proactive, have exceptional attention to detail, and be a strong problem solver. Above-average written and verbal communication skills are a must.

### **Competencies, Knowledge, and Qualifications:**

The qualified selectee must have the following essential competencies:

- Advanced knowledge of office management procedures and telephone etiquette
- Advanced clerical knowledge
- Ability to communicate verbally and in written communications effectively
- Ability to work well without direct supervision and function as a team player
- Ability to prioritize and handle matters expeditiously
- Knowledge of community and resources
- Ability to research, prioritize, and determine appropriate courses of action, referral, and/or response
- Provides a bridge for smooth communication between the CEO’s office and internal departments
- Support the Council and its mission

### **Skills/Requirements:**

- Must be proficient in Microsoft Office 365, including Outlook and Excel
- Possess excellent organizational skills
- Minimum: Bachelor’s degree in a related field preferred; with 2-5 years of experience without a degree, 2-5 years of related experience as an executive assistant, and two years of supervisory experience is desired

### **Equal Opportunity Employer:**

Recovery Resource Council complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity).

This is a remote position, please send your resume to D. Lagrone at [d.lagrone@recoverycouncil.org](mailto:d.lagrone@recoverycouncil.org).