



Executive Assistant To CEO

GSGNY Background

For over a century, Girl Scouts has been instilling generations of girls with the skills and knowledge to become young women of courage, confidence, and character, to speak out and be leaders. Today, Girl Scouts of Greater New York (GSGNY) is delivering its message of empowerment and engaging more than 38,000 girls of every race, background, and religion. GSGNY's vision is a New York City in which every girl feels empowered to lead in her community, the workplace, and the world. GSGNY has become a hub for innovation within the broader Girl Scouts movement, presenting new ways to engage and inspire the next generation of young leaders.

Recent investments and initiatives include:

- **The Leadership Institute** provides middle and high school aged girls with 21st century leadership skills and subject-specific knowledge and experiences that will help girls reshape their views on leadership and about their own potential to transform into powerful agents of change, while equipping them to succeed in school and their future careers.
- **Troop 6000** is the first Girl Scout program specially designed to serve the thousands of girls currently living in the New York City homeless shelter system.
- **Cybersecurity Programs** at Girl Scouts were designed to serve the evolving needs of New York City's girls and New York City's workforce. With the goal of encouraging girls to consider careers that require STEM skills, this program ensures girls have the tools and knowledge they need to safely navigate our increasingly tech-driven world.
- **Anti-Racist and Anti-Bias Training:** We teach girls to lead by example, and to that end, we are committed to doing the work necessary to become an anti-racist organization. We are working to partner with experts in the areas of race, inclusion, and equity to conduct a series of trainings.
- **Camp Kaufmann:** The camp experience is an essential part of Girl Scouting – and as the only Girl Scout council in the nation serving a 100% urban population, we prioritize offering high quality outdoor education opportunities to New York City girls. We recently upgraded and enhanced facilities at our 425-acre Camp Kaufmann in Dutchess County, including the construction of a new swimming pool.

Girl Scouts of Greater New York is growing. Guided by an ambitious strategic plan and its dynamic CEO, Meredith Maskara, GSGNY aims to expand its nearly \$10m in revenue to reach more girls while serving as an innovating force within the national Girl Scouts network. The organization seeks an Executive Assistant to support the CEO to further GSGNY's vision and mission.

DESCRIPTION

The Executive Assistant (EA) will join GSGNY to support the Chief Executive Officer as the CEO's "trusted right hand" and manage governance and Board administration. The role requires a highly resourceful individual with emotional intelligence, self-motivation, and strong written and verbal communication skills. The EA will work in a dynamic philanthropy-focused environment that enables regular interaction with staff, board members, partners, volunteers, and funders.

- The EA is responsible for planning, managing, directing, and coordinating complex administrative, organizational, and executive support services for CEO and Board in a confidential, accurate, and timely manner to support council operational needs. The position is the primary resource and subject matter expert in governance and by-laws of the Council.
- The EA is responsible for managing the CEO calendar, including confirmation and scheduling of appointments with funders and board members, coordinating recurring and project planning meetings with senior staff, and anticipating and resolving scheduling conflicts.
- The EA is the lead administrative and governance support for all GSGNY Annual Meetings, Board Meetings, including all Board Committee Meetings and National Convention.
- The EA is charged with keeping the CEO apprised of a clear "moment-in-time" snapshot of the current status of essential office and administrative issues, business concerns, and projects and board communication. Strategic projects and assignments are assigned by the CEO and will vary depending on what arises.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Assistant to CEO:

- Assist the CEO in coordinating all internal CEO-sponsored activities/meetings.
- Maintain and control CEO calendar, correspondence (including mail), and communications, including phone management, message response, and social media.
- Help determine priorities for the CEO's schedule, whether daily or long-term.
- Coordinate and manage internal meetings as requested by the CEO, which includes working with the office and external stakeholders to ensure all materials, rooms, locations, catering, and so on are provided at the level of the CEO's expectation.
- Organize necessary meetings of the Board of directors and the senior leadership team.
- Support the executive team's communications with the CEO: the EA will support the executive staff's needs to raise critical issues with the CEO and receive needed responses, guidance, and decisions.
- Develop draft communications on behalf of the CEO.
- Lead specific CEO-initiated projects as they arise.

Board Support:

- Provide staff support to the Board of Directors and all board committees. Support includes coordinating and scheduling meetings as directed, track attendance and ensuring that there will be a quorum for each meeting, preparing and distributing materials for meetings, and taking minutes at each meeting.

- Create and maintain schedules, cycles, and deadlines for the Council's governance to ensure that objectives are met in a timely and effective manner.
- Serve as a lead staff member in organizing GSGNY's Annual Meeting. Includes preparing the slate of board members up for re-election or election to new terms, coordinating with volunteer development to track delegate attendance, conducting the board election at the meeting, and updating and distributing the Annual Meeting script and presentation in collaboration with the internal staff and board members.
- Provide support to the CEO and Council Convention Representative to plan for our Council's participation in GSUSA's National Convention.
- Support efforts for new board member orientation, including scheduling, preparation of materials, etc.
- Maintain and revise rosters for the Board and its committees as information is received and support development activities of the Board and CEO to achieve Council goals and objectives.
- Enter and update information about Board members in GSGNY's development database.

QUALIFICATIONS:

Education: Bachelor's degree or equivalent combination of education, training, and experience.

Required Skills:

Must have a superior ability to:

- Successfully manage competing priorities in a fast-paced work environment, and identify, analyze, and solve complex problems.
- Demonstrate impeccable collaboration, support, and communication with donors. Fundraising experience preferred.
- Communicate effectively, both orally and in writing.
- Work collaboratively with colleagues and contacts, with a high degree of diplomacy, discretion, professionalism, and courtesy.
- Maintain high standards of integrity and professionalism and handle sensitive and proprietary financial information in strict confidence at all times.
- Represent self and Girl Scouts professionally, in conduct and personal appearance.
- Prepare documents and organize information using Microsoft Office Suite and information-sharing platforms such as Google Docs and SharePoint.
- Collaborate with GSGNY at all levels of the organization.
- Communicate professionally with high-level executives and board members.
- Take detailed and accurate minutes at quarterly board meetings and board committee meetings throughout the year.
- Manage complex administrative projects.
- Manage time and resources effectively to meet deadlines.
- Be highly attentive to detail(s) and processes.
- Maintain confidentiality and act with discretion.

Competencies:

- Consistently excellent judgment in problem-solving and decision-making.
- Committed to detail, organization, and processes.
- Must be able to use critical thinking and professional judgment regarding the expectations of the CEO.

- Strong project management skills from conception through implementation, evaluation, and close-out.
- Proactive, results-driven time-sensitive approach in carrying out all responsibilities.
- Excellent timekeeping and attendance, and ability to work a flexible schedule and be available outside of normal business hours for strategic work purposes.
- Can perform duties with little supervision.

Compensation & Benefits:

- 50,000 - 55,000 annual salary
- Comprehensive benefits include health, dental & vision coverage options, Flexible Spending Account/FSA, commuter benefits, 403(b) retirement savings plan with employer match, and generous PTO.

COVID Guidelines:

Our highest priority is the health and safety of our staff, girls, and volunteer community. As such, the Girl Scouts of Greater New York (GSGNY) requires all newly hired, (and current) staff members to be fully vaccinated with an FDA-authorized and/or approved COVID-19 vaccine, as a condition of employment. Requests for reasonable accommodations for medical or religious reasons will be considered in accordance with applicable law.

Apply Here:

<https://gsgny.applytojob.com/apply/QmXNKaoB5u/Executive-Assistant-To-CEO>

Resumes submitted without a cover letter will not be considered. No phone calls, please.

The Girl Scouts of Greater New York are an Equal Opportunity Employer. We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation(s) for the specific disability will be made for the incumbent or applicant when possible.