Job Title: Executive Assistant
Dept: Executive Office
Report to: Chief Executive Officer
Job Category: Full-time
Classification: Exempt
Salary Range: Negotiable

Summary of Position
The American Radio Relay League (“ARRL”) is the largest membership association for the amateur (“ham”) radio hobby and service throughout the US. For more than 100 years, ARRL has been the leading source of information about amateur radio. This position is an outstanding opportunity for a highly motivated Executive Assistant to assume a pivotal role in the evolution of a highly respected non-profit organization. As such compensation for this role is competitive and will be commensurate with candidate experience.

Reporting directly to the Chief Executive Officer, the Executive Assistant completes a broad variety of high-level administrative tasks that facilitate the CEO's ability to effectively lead the organization. Providing executive support in a one-on-one relationship, the Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the executive team. The Executive Assistant also serves as a liaison to the board of directors and senior management teams, organizing and coordinating executive outreach and external relations efforts, and overseeing special projects.

The Executive Assistant must be creative and enjoy working within a fast-paced, mission-driven, goal-oriented, non-profit environment. 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 balance between multiple priorities. The 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 dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

This is a full-time, on-premises job, based in Newington, Connecticut.

Major Duties and Responsibilities
• Completes a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: managing an extremely active calendar of appointments; assisting with special projects; designing and producing complex documents, reports, and preparing correspondence; maintaining contact lists; completing expense reports; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents and presentations for travel-related meetings.
- Serves as primary point of contact for internal and external constituencies on all matters pertaining to the Executive office team, including those of highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO’s style and organization policy.
- Provides a bridge for smooth communication between the Executive office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Communicates directly, and on behalf of the CEO, with Board members, staff, and others, on matters related to CEO's initiatives.
- Prioritizes conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, recommendation, or response.
- Works closely and effectively with the Executive team to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the Executive Team, some of which may have organizational impact.
- Plans, coordinates, and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Executive team's office & time.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Serves as the CEO's administrative liaison to ARRL's board of directors. Maintaining discretion and confidentiality in relationships with all board members. Including being present at board and committee meetings to accurately record minutes.
- Other projects and duties as assigned for the overall benefit of the organization
- Responsible for overseeing the planning and preparation of all in-person Board meeting events, and the recording and distribution of the official Board and committee meeting minutes.
- Adherence to applicable policies set forth in the corporate governing documents and Robert’s Rule of Order.

**Expectations**
- Contribute to creating a positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
- Exhibit strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and accuracy.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, and external partners.
- Demonstrate expert level written and verbal communication skills.
- Exercise proactive approaches to problem-solving with strong decision-making capability and emotional maturity.
• Highly resourceful team-player, with the ability to also be extremely effective and efficient independently.
• Present ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
• Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced work environment.
• Forward looking thinking, and the ability to actively seek opportunities, propose solutions, and take initiative.

Knowledge and Skills
• Expert proficiency with Microsoft Office (Outlook, Work, Excel, Teams, and PowerPoint), and Adobe Acrobat.
• Exceptional organizational skills and impeccable attention to detail and accuracy.
• High degree of professionalism in dealing with staff, Board members, senior executives, and external partners.
• Ability to 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.
• Ability to maintain a high level of integrity and discretion with handling confidential information.
• Excellent judgement is essential.
• Ability to switch gears in a moment’s notice.

Experience: Strong work tenure: five to eight years of similar or related experience supporting C-Suite level executives.

Education: A Bachelor's degree required, or in-depth industry and job specific technical skills acquired through a combination of formal instruction and on-the-job training.

Interpersonal Skills: Role requires the ability to motivate or influence others as a material part of the role, with a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the role and a high level of interpersonal skills is critical to the success of this position.

Work Environment: Ability to thrive in a fast-paced, intense, do-it-yourself office environment located in Newington, CT. Travel and weekend work will be required for this role.

To apply please submit your cover letter & resume to Luci Goodwin (lgoodwin@arrl.org)