



## Job Description

*Roundup River Ranch enriches the lives of children with chronic and life-threatening illnesses by providing free camp experiences year-round that are fun, safe and empowering.*

**Title:** Executive Assistant  
**Reports To:** Chief Executive Officer (CEO)

### Position Summary:

Provide high-level administrative support to the CEO, which includes administrative support of the CEO's duties as well as the CEO's interaction with the Board, Board committees, and the SeriousFun Children's Network. Maintains the highest level of confidentiality in all matters and at all times. This position performs front desk / reception area duties for staff and visitors to the office. Also assists the Director of Finance with coordinating IT and office equipment needs for the organization.

### Qualifications:

- Bachelor's degree in related field or equivalent work experience
- At least 1 year Executive support experience
- Strong organizational and administrative proficiency
- Highly competent with Microsoft Word, Excel & PowerPoint
- Strong people and communication skills, both verbal and written
- Ability to prioritize and manage a broad and diverse workload
- Ability to work independently, and assist with a variety of projects

### Key Responsibilities:

- CEO Support
  - Provide CEO with clerical and operational reports as required
  - Schedule, book and coordinate travel arrangements
  - Prepare expense reports
  - Prepare draft correspondence
  - Be responsive to 'Dictaphone' assignments and instructions
  - Maintain CEO calendar and schedule
  - Maintain compliance check list
  - Maintain CEO's contact database
  - File maintenance and updates
- Board Support (in conjunction with CEO)
  - Maintain excellent communications with Board members at all times
  - Preparation of extensive & highly detailed quarterly Board meeting materials
  - Schedule and facilitate all location arrangements, including audio/visual, for quarterly Board meetings
  - Prepare draft Board meeting minutes

- Maintain detailed and accurate Board records
- Provide general administrative support to the Board and committees as needed
- Office Management
  - Maintain office and kitchen supplies, and office equipment
  - Retain and schedule office cleaning service
  - Coordinate office volunteers
  - Train staff in use of office equipment
  - Picks up, sorts, and delivers United States Post Office and inter-office mail
  - Prepares and sends outgoing mail, including USPS/FEDEX
  - Greet staff & guests in a warm and friendly manner
  - Coordinates IT and office equipment needs for the organization.
- Finance and Accounting
  - Prepare bank deposits
- Other Duties/Responsibilities
  - Support camp and development events as requested
  - Other duties as assigned

**Application and Nomination:** Review of applications will begin immediately and will continue until the position is filled. Please submit a resume and cover letter to Emma Whiting at [emma@roundupriverranch.org](mailto:emma@roundupriverranch.org)

Please visit Roundup River Ranch's website at [www.roundupriverranch.org](http://www.roundupriverranch.org)

