



United Way
of Greater Rochester
and the Finger Lakes

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES

JOB TITLE:

Administrative Assistant to the President & CEO

SUMMARY

Under the direction of the Assistant to the President's Office, Special Projects, this role supports the President/CEO with scheduling, calendar management and other administrative duties. In addition, this role will serve as a member of the administrative cohort and support other departments as needed.

ESSENTIAL FUNCTIONS

- Answers telephone, routes calls, greets visitors, arranges travel, and maintains files and records
- Ensures the President/CEO is prepared for meetings and events so that all priorities can be met
- Within established guidelines, makes decisions regarding planning, organizing and scheduling of meetings
- Composes routine correspondences, types and proofreads letters, memos and other documents
- Compiles data for standard and special reports
- May transcribe and distribute meeting minutes
- Provides a high level of customer service, assistance and information to employees and Board members
- Manages logistics with the Board of Directors, including meeting dates and agendas, reports and communications under the direction
- Handles Board meeting setup and meeting room logistics
- Assists with event and meeting planning and execution
- Proactively seek ways to improve efficiency and troubleshoot issues as they arise
- Perform other duties as assigned

SKILLS AND COMPETENCIES

- Ability to multi-task and manage time effectively
- Highly organized with strong attention to details
- Strong decision-making skills
- Critical thinking, analytical and problem-solving skills
- Demonstrated ability to deal with highly confidential information with ethics and integrity
- Ability to collaborate with and achieve actionable results through others
- Demonstrated ability to build and sustain strong professional relationships
- Ability to interact within all levels of the organization

Created 10/2022

- Experience with creating procedures
- Customer service oriented
- Adept in learning technology and systems:
 - Expert level in Microsoft Office programs: PowerPoint, Excel, Word, and Outlook
 - Microsoft Visio experience is preferred
- Operate office equipment including copier, shredder, and fax machine
- Excellent written and communication skills
- Values diversity, equity and inclusion, possesses cultural humility

FLSA CLASSIFICATION: NON-Exempt

REPORTS TO: Assistant to the President's Office, Special Projects

TRAVEL

Travel is likely not expected for this position.

EDUCATION AND EXPERIENCE

A minimum of 3 years of secretarial/administrative experience. High School diploma required.

This position may assume a hybrid work schedule coordinating with the Assistant to the President's Office, Special Projects

OUR MISSION

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

OUR VALUES

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy. United Way strives to ensure employees and external partners always feel valued, connected and empowered.

United Way is committed to equal employment opportunities for all employees and applicants for employment. United Way prohibits discrimination against employees and applicants in all aspects of employment including but not limited to recruitment, hiring, compensation, promotion, training, leaves of absences, benefits, termination, employer sponsored activities, social and recreational programs, and recognition. United Way prohibits discrimination against all legally protected classes including age, color, creed, disability, domestic violence victim status, gender expression, gender identity, genetic predisposition, marital status, military status, national origin, parental status, political affiliation, pregnancy related condition, prior arrest/conviction record, race, religion, reproduction health choices, sex, sexual orientation, or other non-merit-based factors.