

Greater Wichita YMCA Job Description

POSITION TITLE: Executive Assistant
REPORTS TO: Chief Operating Officer (COO)
FLSA CLASSIFICATION: Exempt
DATE APPROVED: July 2025

GENERAL FUNCTION: The Executive Administrative Assistant provides support and assists the COO with high-level administrative functions, operational duties, meeting support and documentation, and special projects.

MINIMUM ENTRY REQUIREMENTS:

EDUCATION/EXPERIENCE REQUIREMENTS:

1. Bachelor's degree or equivalent experience in communication, business, or related field
2. Demonstrated skills in customer service, public relations, organizational skills, communications, supervision, computer knowledge, file maintenance and bookkeeping/accounting experience
3. Experience in office/administrative support. Additional experience with boards and committees is preferred
4. Demonstrated professionalism in both attitude and appearance

PHYSICAL/MENTAL REQUIREMENTS:

1. Visual, auditory, and verbal ability to communicate effectively with people and monitor property and activity
2. Ability to perform light physical activity
3. Ability to lift 35lbs and sit for extended periods of time; occasionally stoop/bend
4. Maintain a neat and professional appearance at all times

JOB REQUIREMENTS:

1. Strong communication skills, with excellent written and oral communication skills
2. Work as a team player
3. Ability to maintain confidentiality
4. Ability to work accurately at a fast pace
5. Ability to simultaneously manage multiple priorities
6. Ability to meet deadlines
7. Ability to work with minimal supervision
8. Detail oriented
9. Must attend New Employee Orientation within 30 days of hire
10. Work a schedule that reflects the needs of the COO, and this could include evenings and weekends

RESPONSIBILITIES:

1. Uses high levels of discretion and independent judgement in handling confidential and sensitive information in connection with job duties.
2. Provides clear and concise communication, utilizing various media types, to board members, staff, vendors, and other important community leaders.
3. Manages the COO's operational calendar.
4. Manages and coordinates arrangements for meetings of various committees, task forces, and groups.

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5. Manages and coordinates various projects and tasks to assist in the development of plans supporting the overall operations of the association.
6. Maintains up-to-date and accurate information in multiple databases for various reports and presentations.
7. Types minutes for board, committee and other assigned meetings.
8. Prepares and edits important correspondence, communications and presentations.
9. Maintains meticulous records and obtains requested information, documents and reference materials.
10. Other duties as assigned.

EFFECT ON END RESULT: The COO and the operations team is supported and coordinated for the highest level of performance and support to the branches.

I have read the above job description and fully understand the responsibilities I am expected to perform, and I feel I can carry out those duties as described above.

Staff Printed Name _____

Staff Signature _____ Date _____