

Executive Assistant
Job Description
Full time/Non-Exempt
Reports to CEO
Location: Washington, DC

Position Summary

The role focuses on supporting the Chief Executive Officer (CEO) and the Leadership Team with professional-related logistics and coordination, with a goal of enabling these leaders to work as effectively as possible. This role will need to understand corporate and executive priorities, support broader corporate calendar planning, organize, and manage high-stakes meetings and communications with organizational leaders, the Board members, and Committee volunteers. This role will require a self-motivated, professional, and creative problem-solver with strong logistical and organizational skills. The ideal candidate will have experience working with executive level management, ability to self-manage with limited oversight and guidance, understand the fundamentals of the business' operations and financial statements, and prioritize various high-level client interactions. The role will require the ideal candidate to have a strong work ethic, high attention to detail, excellent communication skills, drive, leadership ability, and extreme sensitivity to confidential information.

Key Duties and Responsibilities

- Organize and schedule meetings for the CEO and Leadership Team. Proactively and independently resolving calendar conflicts
- Organize, plan, coordinate agenda, and schedule meetings for Board and Board Committees. Coordinate with management to prepare and distribute the corresponding materials (distributed one week in advance). Attend the meetings and take minutes
- Coordinate meetings' logistics (i.e., rooms, food and beverage)
- Track and ensure that action items from meetings are executed post-decision helping to complete priority items to an appropriate level of quality
- Act as a professional point of contact for senior internal and external stakeholders, including Board Members, Committee volunteers, Sponsor Organizations, Strategic Partners and Members, maintaining an updated contact list
- Greet scheduled visitors (and screen unscheduled visitors) and accompany visitors to meeting rooms or Leadership Team member
- Maintain ongoing reports, minutes, exhibits, trackers, and files. Update and organize shared drives/files, and maintain the Board portal
- Provide onboard training to new directors and volunteers, as well as being responsive and available to answer questions of Board Directors and volunteers
- Assist with travel arrangements, track receipts, and prepare expense reports for the Board and Leadership Team
- Develop/edit presentations and/or ghost-writing key communications for Leadership Team, as requested
- Translate material between Spanish and English as necessary
- Facilitate the procurement, distribution and maintenance of office furniture and office supplies
- Serve as a liaison to IDB maintenance and security teams
- Perform other related duties as assigned by the CEO

Knowledge, Skills and Competencies Required

- Excellent attention to detail
- Ability to maintain uncompromised confidentiality
- Strong senior executive-level written, verbal and presentation communication skills
- Excellent judgement and strong organizational, planning, and prioritization skills with the ability to solve problems and make decisions independently when necessary
- High emotional intelligence and the ability to work with varying personality types and a wide range of constituencies in a diverse professional community; Reacts well under pressure
- Passion for making a positive difference in the Credit Union
- Bilingual with the ability to translate from English to Spanish and from Spanish to English
- Gives and welcomes feedback
- Puts success of team above own interests; Supports everyone's efforts to succeed
- Trustworthy, reliable, and keeps commitments; Works with integrity and ethically; Upholds organizational values; Takes ownership and responsibility; Consistently at work and on time
- Proficient in MS Office, with expertise in MS Outlook, Word, Excel and PowerPoint. Knowledge of BoardVantage preferred

Requirements/Qualifications

- Must be willing to work Eastern Time zone business hours; Light after hour email, Teams, and text usage expected
- Bachelor's degree (B. A.) from four-year college or university; MBA a plus; project management a plus
- 5-7 years of professional experience, preferably supporting high-level executives and strategic projects
- Previous related experience in a Credit Union and/or an international financial organization a plus
- Bilingual English/Spanish verbal and written skills required

Don't meet every single requirement? At IDB Global Federal Credit Union, we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles!

We believe that a happy, diverse, and impact-driven team is critical to our mission. Having a diverse team allows us to bring more ideas to the table when working on lighting the path to achieve our vision. We embrace employees and applicants of all backgrounds, including those of traditionally underrepresented groups. With this in mind, we do not discriminate against any employee or applicant because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, the basis of disability, homelessness, reproductive health decisions or any other federal, state or local protected class.

Our Values – Our expectations of our team are that we:

- **Treat everyone with kindness, inclusiveness, integrity, equity, and respect,**
- **Pursue our work with persistence, curiosity, grit, and discipline, and**
- **Approach teammates collaboratively with a positive attitude, a sense of urgency, and a commitment to developing practical solutions.**