



POSITION TITLE: Executive Assistant

DEPARTMENT: G&A

SUPERVISOR: CEO

FLSA STATUS: Full-time, Non-Exempt

Mission

Deliver a targeted curriculum of golf and character development, life skills, academic support, higher education, mentorship, and career development.

Vision

At First Tee — Monterey County, we're providing youth of all backgrounds an opportunity for a brighter future.

Position Summary

The Executive Assistant provides senior level administrative support to the CEO through the facilitation of communication on his behalf including follow-up with letters, reports, email and telephone calls and functions as a key point contact for the CEO. The Executive Assistant ensures the efficient organization of the CEO's office with respect to physical and electronic files, resources, reports and documents.

Duties and Responsibilities

Under the direct supervision of the CEO

- Promote First Tee's mission by modeling The First Tee Nine Core Values and adherence to The First Tee Code of Conduct.
- Prepare and edit correspondence, communications, presentations and other documents.
- Design and maintain databases
- File and retrieve documents and reference materials
- Conduct research, collect and analyze data to prepare reports and documents
- Manage and maintain executives' schedules, appointments and travel arrangements
- Record, transcribe and distribute minutes of meetings
- Monitor, screen, respond to and distribute incoming communications
- Answer and manage incoming calls
- Receive and interact with incoming visitors
- Liaise with internal staff at all levels
- Interact with external clients
- Maintain organization in the office
- Co-ordinate project-based work, meetings and events.
- Review operating practices and implement improvements where necessary
- Supervise, coach and train lower-level staff
- Assist with meetings and offsite activities.

- Maintain office supplies inventory by checking stock to determine inventory level
- Maintains professional and technical knowledge by attending educational workshops
- Perform duties out of class, as assigned.

Required Experience

- At least 2 years in an administrative support role.
- Proficient in Microsoft Suite

Preferred Qualifications:

- Experience working in a non-profit.

Preferred Education

- Associate degree or equivalent

Other Qualifications

- Successfully pass criminal background check
- Successfully pass TB and Drug Screening
- Possess an appropriate California Driver License with a driving record acceptable to First Tee – Monterey County

