



Job Description: Executive Assistant

The Executive Assistant to the CEO supports Partners In Care Maryland, Inc. CEO by managing projects, performing management and program analysis and handling communications and correspondence for the Organization. This position serves as a liaison between the CEO, Program Director, HR and the Operations Director. The Executive Assistant must be self-motivated, organized, detail-oriented and able to solve problems independently, and possess strong analytical skills.

Examples of Important Duties

Special Projects/Project Management:

- Acts as a liaison between the CEO and Directors.
- Coordinates and communicates status of all CEO reports/projects for the CEO and Executive Leadership team.
- Creates and maintains a database for all reports and projects results and records management's response to all findings.
- Create a matrix for analysis for tracking grants and invoicing, while recommending and coordinating necessary training for Department Management.

Other Projects:

- Reviews various program reports and creates an executive summary of those reports for the CEO.
- Conducts studies of corporate governance and business operations/management matters across a wide array of functional or programmatic domains.
- Manages multiple analytical studies or projects concurrently using generally accepted project management methodology; leads small teams in projects.
- Uses a full range of fact finding, investigative, analytical and evaluative methods and techniques such as review of studies or literature, interview, survey, qualitative and quantitative measures including cost-benefit analysis, return on investment (ROI) analysis, total cost of ownership.



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- Lead team in identifying, preparing and responding to emerging administrative trends.
- Carries out a full range of corporate level studies or projects that include diverse subjects, emerging issues, complex or contentious matters; including, but are not limited to, human resource (HR) management, corporate governance and management, organization design or development (OD), organizational effectiveness (OE), public accountability and ethics, internal controls, work-life, process reengineering, sustainability, legislative mandates, branding-marketing, productivity, efficiency, costs-benefits and other characteristics or concerns of management.
- Program Analysis/Process Improvement:
- Identify areas of need for department-wide administrative process improvements, conducts analysis, recommends, and implements efficient alternatives and efficiencies.
- Makes recommendations to improve workflows, processes, methods, techniques, customer responsiveness and quality assurance.
- Serves as an analyst and advisor on administrative management matters.
- Prepares formal studies, policy papers, executive summaries, final documents, and makes presentations.
- Prepares corporate communications to announce and implement policies and programs.
- Review, update and create comprehensive Departmental administrative operations manuals.
- Manage all correspondence, maintain records of correspondence and follow-through, and analyze data from program director's communications for training and process improvements.
- Actively look for efficiencies for the CEO such as task delegation and scheduling communication.

General Administrative Duties:

- Creates, communicates and coordinates standards for departmental directors assigned to a project to include: professional correspondence standards, departmental document circulation processes, and division file standards.
- Establish and maintain a department-wide Policy and Procedure assurance process for professional conference attendance.



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- Prepares CEO's meeting agendas and meeting minutes as needed. Anticipates meeting topics and actively solicits information from internal and external sources to assess priorities and additional meeting agenda items and topics.
- Coordinates Human Resource's document flow for personnel actions requiring CEO review and signature. Maintains confidential records accordingly.
- Manages CEO's time sensitive review and response to daily, urgent inquiries while meeting tight deadlines amid the CEO's full schedule.

Communication and Correspondence Management:

- Facilitates professional standards, completeness, soundness and sufficiency of written communications from the CEO Office.
- Maintains a high level of confidentiality with all CEO's Office communications, written, virtual, and oral and establishes standards to maintain confidentiality where needed.
- Maintains confidentiality of data, including legally protected personal information; proprietary and pre-decisional information not subject to public information disclosure, sensitive programmatic data, and other sensitive information.
- Responsible for ensuring bi-weekly staff meetings are organized and effective.
- Create and maintain a process for soliciting agenda items. Draft agenda, coordinating with Program Directors and the Director in reviewing and approving agendas, circulating the agenda timely, taking minutes in real-time, creating and maintaining a database for minutes and action-items while ensuring action items are completed in a timely manner.
- Reviews and tracks incoming correspondence, both internal and external, that require CEO's response and signature. Ensure outgoing correspondence, both internal and external, confidential and routine is proof read, and reviewed for professional appearance and, as needed, researched or corrected. Maintain proper routing and recording of outgoing correspondence.
- Creates and maintains project lists for the CEO and ensures timeliness of key project dates and completion targets.





Research:

- As assigned by the CEO, conducts research on relevant topics to include Aging, Marketing for Seniors, and program development topics.
- Compiles results of research and presents in a concise and brief manner covering all major points.
- Analyze and evaluate (on a quantitative or qualitative basis) the effectiveness of existing policies and policy guidelines in meeting established goals and objectives.
- Research and investigate new or improved business and management practices for application to department-wide, inter-departmental or Organization-wide programs or operations.
- Research impact of, and options for, implementing external mandates.
- Conduct studies of organizational efficiency and productivity and recommend changes or improvements in organization, work methods, and procedures.
- Conduct management surveys to determine compliance with Commission regulations, procedures, management practices.
- Research best practices and standards including guidelines, practices.

Minimum Qualifications, Skills, and Abilities:

- Bachelor's Degree in Human Resource Management, Finance, Business or any related field is preferred.
- Four (4) years of progressively responsible experience in Executive Assistant Management, finance or any related field.
- An equivalent combination of education and experience may be substituted, which together total 8 years.
- Excellent skills in QuickBooks and Excel

Reports to: CEO

This is a Full Time, Exempt position

This position is eligible for benefits

Salary commensurate with experience



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About Partners In Care Maryland, Inc.:

Partners In Care Maryland, is an impactful organization that invest in the Older Adults of our communities. Our team consists of bright, energetic and talented people who have a passion for making a difference in the world by helping underserved communities.

Comments: E.E.O.C. Excellent benefit package that includes medical, dental, life, 403(B), and more. No phone calls please. Interested Candidates should forward a resume to careers@partnersincare.org with the job title in the subject line or mail to Partners In Care at 8151-C Ritchie Hwy, Pasadena, MD 21122.



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