



Job Description

Executive Assistant

JOB TITLE: Executive Assistant

REPORTS TO: President & CEO

SUPERVISES: N/A

STATUS: Full-Time, 1.0 FTE, Salary, FSLA Exempt

SALARY & BENEFITS: \$42,000 – \$50,000 per annum, commensurate with experience, plus full benefits including generous PTO policy, company-paid health insurance, 401-K match

Organization Overview:

Over the last 10 years, Build Institute has grown into a nationally recognized provider of micro-entrepreneurial education and support dedicated to serving micro-business owners who are the backbone of our community. We empower under-resourced and underserved individuals and communities to grow micro-businesses creating pathways out of poverty and building wealth for BIPOC (Black, Indigenous, People of Color) and women microentrepreneurs and their families, thereby promoting our participant's financial, psychological, and physical health and wellbeing.

As a champion of the under-resourced and underserved, Build is a nurturing organization that addresses the whole person through access to education, personal and professional development, start-up resources, and a supportive, engaged community. Build works to shift the commonly held belief that states the success of micro-business start-ups should be immediate and big, that making investments outside of technology is bad, and that investing in Black/African American, Latinx, women, and under-resourced and underserved micro-businesses is risky and comes with a lower return on investment.

Executive Assistant

Reporting to the President & CEO, the Executive Assistant manages the schedule and calendar on behalf of the CEO, provides executive support, and is the main point-of-contact for the CEO. The Executive Assistant is committed to providing a positive experience for internal and external stakeholders through providing clear, efficient communication in person, through email, and over the phone. This position is also responsible for taking meeting minutes, making travel arrangements for the team, and creating and maintaining systems to ensure an organized office environment.

Key Responsibilities:

Job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform. The following is a thoughtful list based on current needs.

- Serve as the CEO's point-of-contact as required, prioritizing and responding to oral, phone, and written communications, including those of a sensitive and/or confidential nature
- Communicates important messages and updates to the CEO on a regular basis



- Manage and maintain CEO's calendar and coordinate schedules and logistics for meetings and travel
- Track CEO's expenses, receipts, and budgets
- Functions as gatekeeper to assure prioritization of the CEO's time
- Prepare and distribute necessary meeting materials, such as agendas, minutes, and presentations, to ensure effective meetings
- Serve as recording secretary for important meetings, including quarterly board meetings. Maintain confidential minutes and prepare and execute action plans.
- Arranges travel for the Build team members when necessary
- Welcomes guests and employees into the Build space and gets guests settled for meetings
- Works with the Events and Operations Manager to cover welcome desk and phone
- Works with the Events and Operations manager to ensure supplies are inventoried and stocked on a regular basis

Qualifications:

- 3-5 years of administrative support
- Highly developed interpersonal and communication skills.
- Effective communicator speaks, writes, and presents succinctly.
- Ability to recognize and manage one's own behaviors, moods, and impulses — to create an inclusive, equitable, and welcoming environment within our space.
- Detail oriented, with strong organization skills
- Ability to be nimble and to adapt to changing environments.
- Trustworthiness and sensitivity
- Able to work on feet for hours at a time
- Familiarity with Detroit ecosystem is a bonus
- Must be highly proficient in Microsoft Office
- Ability to create presentations and spreadsheets
- Familiarity with project management software

Salary commensurate with experience.

January 17, 2023