

Position Title Executive Support Specialist	Overtime/FSLA Classification: Non-Exempt
Department: Administration	Location: BBBS Miami 550 NW 42 nd Avenue Miami, FL 33126
Reports To: Senior Director, Executive Office	Number of People Supervised: 0

HIRING COMPANY DESCRIPTION

Big Brothers Big Sisters (BBBS) of Miami is an award-winning* innovative organization that ignites the potential within each and every child and advocates for them to explore the endless possibilities of what they can accomplish. Since 1958, BBBS of Miami has been South Florida's premier mentoring organization, defending the potential of future leaders in the community by matching at-risk youth (Littles) with committed adult mentors (Bigs). These relationships – strategically matched based on Littles' needs and Bigs' backgrounds and skills, as well as common interests, aspirations, and personalities – empower Littles to achieve their full potential and become productive members of the community. BBBS Miami has been recognized as an "evidence-based model" of mentoring by the Office of Juvenile Justice & Delinquency Prevention.

***Awards and Recognition in past five years:** BBBS of America Large Agency of the Year (2020), BBBS of America Pinnacle Award (2020, 2019), BBBS of America Gold Standard (2020, 2019, 2018), Take Stock in Children of Florida Gold Standard (2020, 2019, 2018), BBBS of America Quality Achievement Award (2017, 2016). Mentoring & Community Empowerment Award (100 Black Men of America, Inc.); NOVO Award for Program Innovation: School to Work Program (Greater Miami Chamber of Commerce).

HIRING COMPANY VISION

All youth achieve their full potential.

HIRING COMPANY MISSION

Create and support one-on-one mentoring relationships that ignite the power and promise of youth

POSITION PURPOSE

(What is the overall role this position will have in the agency?)

As Executive Support Specialist you will be responsible for providing support to the Senior Director of the Executive Office with a high level of professionalism and in a manner that reflects positively on the organization. You will interact with all executive level staff as needed in an efficient and effective manner. The Executive Support Specialist will work with others throughout the company to provide support and assist as needed. You must be creative and have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Daily Activities, in priority order)

Schedule, organize and manage calendar activities such as: meetings, agendas, assist with arrangements and department or organization's activities/events; resolve scheduling conflicts.

Maintains paper and electronic filing systems for the Executive Office.

Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization.

Provide administrative support to the Senior Director of the Executive Office. Assist with meeting and material preparation, as well as perform any duties assigned to assist the President and CEO in the absence of the Senior Director, Executive Office.

Maintaining conference room reservation schedule, processing conference room reservation requests, and notifying Senior Director, Executive Office & appropriate staff of hospitality items needed for meetings.

Assist when requested to set up conference room for all meetings (organize chairs, make coffee, set-up water, etc.) and clean up conference room at the completion of each meeting

Attend and assist at special events as required. Attend all agency staff meetings and office support meetings.

Preparation, tech set-up and attendance, as required by the Executive Office for all board meetings. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.

Maintains customer confidence and protects Executive operations by keeping information confidential.

Assist in preparation of reports and analysis of fundraising activities as requested.

Excellent communication and time management skills; proven ability to meet deadlines.

Represent the company and the Executive Office in a positive light through great follow-through skills and sound judgment.

Complete adhoc projects as assigned.

Ability to function well in a high-paced environment; performs additional duties as assigned by the Senior Director of the Executive office or the President & CEO.

Excellent communication and time management skills; proven ability to meet deadlines

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)

Example for Administrative Staff: Support program staff at Impact Activities and support for all organization's major events.

Perform other duties as assigned by supervisor and CEO

**Requirements/Education Level:
(minimum & preferred educational requirements necessary to perform this job successfully)**

1. 5 Years Administrative Assistance (minimum & Preferred related work experience necessary to perform this job successfully)
2. Ability to communicate clearly and efficiently both verbally and in writing and to interact with people of all levels in a confident, professional manner
3. Strong organizational skills and ability to multi-task.
4. Team player - have team-oriented experience and approach.
5. Ability to think outside of the box with a sense of urgency
6. Punctual, reliable and with good time management skills.
7. Proficient knowledge of MS Office application suite- including Word, Excel, Power Point and Outlook.
8. Type 60 WPM or higher.
Ability to efficiently operate general office equipment (postage machine, network printer/copier/scanner).

Bilingual in Spanish and/or Creole is required and/or a plus.

**Related Experience
(minimum & preferred related work experience necessary perform this job successfully)**

A minimum of 3-5 years' of work experience, particularly in administration, data tracking and database management

TRAVEL REQUIREMENTS (LIST AS A % OF TOTAL WORK TIME)

<5%

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)**

JOB DESCRIPTION

Routine office environment with flexible work hours to meet customer needs.	
Physical Demand	DESCRIPTION
Stationary Position	Must be able to remain in a stationary position at least 50% of the time
Traverse	Must be able to move about the inside of the office
Communicate	Must be able to exchange accurate communication
Operate	Must be able to operate office productivity machinery (i.e. computer, copier, etc.)
Lift	Must be able to lift office equipment up to 25 pounds

Equal Employment Opportunity

BBBS of Miami provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability, or any other federal, state or local protected class.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Commitment to Diversity, Equity and Inclusion

BBBS of Miami values diversity and inclusiveness in the workplace, including with respect to the Agency Board, staff, and volunteers. The Agency has set a goal to build a diverse, high-performing workforce based on the Agency's core values and has set forth a set of written commitments, outlined in the Personnel Policy Handbook, in accordance with this goal.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS of Miami may change the specific job duties with or without prior notice based on the needs of the organization.

Background Clearance

BBBS of Miami, mandatory complete FDLE background clearance on all employees pre-employment and tri-annually thereafter. The Agency adheres to all applicable Federal, State and Local Laws regulating the use of backgrounds for the purpose of employment, along with the Standards of Big Brothers Big Sisters of America.

Drug-Free Workplace

Big Brothers Big Sisters is committed to being a drug-free employer. Although some State/Local Laws permit the use and possession of marijuana for both medical purposes and recreational use, Federal Law does not. Where the State Law and Federal Law differs, Big Brothers Big Sisters of Miami will typically comply with Federal Law and that is our position regarding marijuana. Following Federal Law, in the absence of State/Local Law to the contrary, Big Brothers Big Sister of Miami considers marijuana to be an illegal drug for the purposes of our policies. Therefore, the legalization of marijuana does not affect Big Brothers Big Sisters of Miami rights to enforce our drug and alcohol policies, including our drug testing policies. Testing positive for marijuana may result in disciplinary action, up to and including termination of your employment.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification; it is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

JOB DESCRIPTION

ACKNOWLEDGEMENTS	
Creation Date:	Revision Date:
Supervisor: I have approved this job description and reviewed with my employee	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Human Resources:	
Signature:	Date: