



Job Description

Job Title: Executive Assistant to CEO
Reports to: Chief Executive Officer (CEO)
Department: Board Administration

FLSA: Exempt
Grade: 15

Summary /Overview

The Executive Assistant supports the CEO office in all matters inclusive of communications with staff, senior leadership team, State of CT agency heads, and elected government officials, schedule management, and proactive identification of opportunities to assist in the smooth operation of the CEO office. Additionally, the Executive Assistant is responsible for oversight of the management of the office facilities. This is a highly independent role that reports to the CEO and supervises as least one employee.

Essential Duties and Responsibilities

- Management of the Chief Executive Officer's calendar
- Management of the Board Administration department's budget for board meeting expenses, department salaries and trainings.
- Correspondence with board members, staff, and key stakeholders on the CEO's behalf
- Coordination with the Government Affairs & Communications Manager on scheduling with the Washington D.C. delegation, the Governor's office, and other public officials
- Responsible for the logistics of Board of Directors and Committee meetings inclusive of preparation of meeting materials, confirming quorums, and posting materials for public consumption both pre and post meetings, technology coordination
- Actively participates in developing agendas for Board of Directors, Strategy Committee, and Health Equity Outreach and Consumer Experience (HEOC) meetings
- Keeps apprised of any FOIA legislative changes related to public meetings
- Preparation of key take-aways from board meetings and distribution to senior leadership team
- Co-creation of the weekly All Team TEAMS Meeting, content, and coordination of all presenters
- Supports CEO by anticipating needs, while proactively collecting resources to fulfill those needs
- Prioritization of conflicting needs; handling matters expeditiously and proactively
- Assists with bringing projects to successful completion, often with deadline pressures
- Creates leadership meeting agendas through collection of agenda items from all SLT
- Participation and support of the SLT during senior leadership meetings
- Resolution of problems in a timely manner by gathering and analyzing information or data
- Management of incoming calls and correspondence from Board members, staff, government representatives, elected officials and consumers
- Arrangement of travel plans, itineraries and agendas; and compiling documents for travel-related meetings
- Completion of the CEO's expense reports as needed
- Other duties as required

Management of office facilities

- AHCT liaison with the building management company
- Management of facilities budget and contracts, inclusive of office upgrades, general office supplies, individual department/employee needs, lease agreements, parking agreements, security, and proper disposal of documents.
- Oversees management of the office's supply inventory, PO's, and requisitions
- Management of all matters related to the office space including but not limited to; proper functioning of office equipment and appliances, and space configuration.
- Manages the parking garage agreements ensuring all active, eligible employees are able to obtain a company paid parking pass
- Responsible for keeping building security apprised of active and inactive employees and for providing new hires with paperwork to obtain an ID Badge.
- Primary point of contact for urgent matters related to facilities management inclusive of alarms and panic button.
- Oversees and delegates facility related responsibilities

Supervisory Responsibilities

- Supervision of the Governance Specialist's organization of monthly Board of Directors and Committee meetings
- Attend all required management/supervisory training
- Encourage employee growth and development
- Prepare mid-year and annual performance reviews
- Meet weekly with staff and conduct bi-weekly 1:1s.
- Review and approve timecards
- Hold employee(s) accountable for reaching their goals
- Demonstrates company Values and supports employees' adherence to Values

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- BS/ BA degree in a related field or equivalent related experience.
- 5-7 years' experience as an executive assistant working in business, healthcare insurance, state government, or quasi-public agencies
- Ability to effectively present information and respond to questions from groups of managers, customers, and the public
- Experience working with a Board of Directors preferred
- Experience in Facilities Management strongly preferred
- Ability to attend to urgent after hours matters on nights & weekends
- Professional demeanor and self-confidence
- High degree of professionalism to handle sensitive and confidential information.
- Ability to read, analyze, and interpret information
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Proficient in use of Microsoft Office and comfort learning new software systems
- Excellent communication, interpersonal, and organizational skills

Physical Demands: the physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: This role is in-office 2 days per week on Tuesday and Wednesday. The noise level in the work environment is usually low. The role is remote the other 3 days of the week unless facilities needs arise. Requires fast-paced deadlines and has a high stress at times. Minimal travel.

Equal Opportunity and Affirmative Action Employer