



Executive Assistant Job Description

About Virginia G. Piper Charitable Trust

Honoring the legacy of Virginia Galvin Piper, Virginia G. Piper Charitable Trust supports organizations that enrich health, well-being, and opportunity for the people of Maricopa County in Arizona. The Trust concentrates its efforts in six areas: Arts and Culture, Education, Healthcare and Medical Research, Older Adults, and Religious Organizations. Learn more at pipertrust.org.

Position Summary

The Executive Assistant provides a variety of administrative and office support activities for the CFO such as: arrange travel, prepare correspondence, schedule meetings, coordinate/manage facility service vendors (i.e., landscapers, cleaning services, etc.), support special events, support Piper Trust receptionist daily/during time off or sick time/during events, welcome clients and visitors. May supervise other administrative staff. As Executive Assistant, this critical position shares in the collective commitment of Piper Trust to positively impact communities in Maricopa County.

Position Specifics

- Manage and maintain schedules; schedule travel and conferences and prepare post travel expense reports and documentation, book/track appointments; prepare background information to prep CFO prior to meetings (i.e., logistical information, meeting details, etc.).
- Develop and implement processes using technology tools to streamline work and improve efficiencies.
- Prioritize and manage multiple projects simultaneously with strong and timely follow-through.
- Independently organize and coordinate work to effectively support the CFO, set priorities, and meet established deadlines with little or no supervision.
- Coordinate/schedule/manage facility service vendors for Piper Trust buildings and parking lots; work with vendors to ensure scheduled building maintenance, landscaping, cleaning, equipment, etc. is effectively completed.
- Serve as back-up for Piper Trust receptionist daily and as needed when receptionist is out of office.
- Read and analyze complex information, submissions, letters, agendas, etc. and determine significance; route to appropriate personnel in a timely and efficient manner. Handle confidential information.
- Timely and accurate preparation and maintenance of internal and external correspondence, supporting documents, and contracts.
- Draft/prepare reports, presentations, and responses for and/or on behalf of executives.
- Maintain, apply, and retrieve critical and historical information.
- Record meeting discussions and prepare minutes.
- Communicate instructions to individuals and/or departments from CFO.
- Maintain expense account records for CFO.
- Assist the CFO in managing the review of contracts and other legal documents.
- Serve as a backup for certain accounting processes if needed.
- Enhance administrative skills by attending professional development opportunities.

- Provide clerical and general office support to others as needed.
- Communicate effectively with internal colleagues and external stakeholders.
- Other duties or special projects as assigned.

Position Requirements, Knowledge, and Experience

- Minimum of five years administrative experience required.
- Advanced knowledge of Microsoft Office; Word, Excel, and Outlook.
- Must be able to lift 40 lbs.; move/set up rooms for meetings/events.
- Excellent knowledge of multi-line phone systems and routine office procedures.
- Ability to be flexible and continuously assess and deliver on changing priorities.
- Must demonstrate excellent verbal, written, interpersonal, organizational and problem-solving skills.
- Must demonstrate excellent attention to detail and accuracy.

The Successful Candidate Demonstrates

- Self-motivation to take initiative in all areas of responsibility.
- Ability to be flexible and solution-oriented. Attention to detail, strong follow through, and skill at balancing multiple projects and deadlines while staying organized.
- Maturity and sensitivity to work with diverse personalities in a highly collaborative team environment.
- Consistent high degree of discretion and initiative.
- Commitment to the purpose of Piper Trust with attributes of a servant leader.

Employment

This position is full-time, exempt, and eligible for Piper Trust's excellent benefits; salary is commensurate with experience. A pre-employment background check is conducted by the Trust and a 90-day introductory period is observed for all positions.

Virginia G. Piper Charitable Trust is a private foundation and an equal opportunity employer; all employees and applicants are afforded equal opportunities for employment without discrimination of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, or any other protected characteristic established by law.

How to Apply

This position description for the Executive Assistant is available online at pipertrust.org/employment. To apply, email a cover letter, resume, and contact information for three professional references as a single Word or pdf document to: employment@pipertrust.org.