

## Junior Achievement of Wisconsin, Inc. Position Description

---

**Title:** Executive Assistant  
**Reports to:** President, JA Wisconsin  
**Status:** exempt; salaried

**Position Concept:** The Executive Assistant provides comprehensive support to the President and Executive Team and facilitates a productive and efficient work environment for the executive function of the organization. This position manages communication with the Board of Directors, including all facets of board meeting preparation and follow-up. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

### **Primary Responsibilities:**

- Provide high-level administrative support and assistance to the President and Executive staff that ensures outstanding communication and responsiveness
- Maintain and handle confidential information
- Schedules/organizes meetings for board meetings, staff one on one meetings, retreats and other logistics
- Attends meetings, when requested, taking notes and recording minutes
- Serves as a liaison to Board of Directors, maintaining profiles, correspondence
- Arranges travel and accommodations for executives when requested
- Performs office tasks including maintaining records, supply inventory, and performing basic bookkeeping.
- Prepares and edits correspondence, presentations, reports
- Other duties and projects as assigned

### **Professional Attributes:**

- Demonstrated ability to meet deadlines and adapt to changing circumstances
- Highly organized, and highly detail-oriented with strong project management skills; able to perform and prioritize multiple tasks seamlessly
- Possess outstanding verbal and written communication skills
- Proactive approach to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently

### **Education/Experience Required/Desired:**

- Associate degree and at least five years of related experience or at least 10 years of executive assistant experience
- Strong work tenure: 5 to 8 years of experience supporting an executive team
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Highly proficient with the Microsoft Office Suite
- Experience working with a CRM system or relational database. Knowledge of BCRM, a plus
- Prior nonprofit experience a plus
- Passion for and familiarity with the nonprofit sector and Junior Achievement's mission

**Physical Requirements:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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, move (ambulatory or car travel), occasionally required to reach with hands and arms, continually required to talk and hear, occasionally required to bend, frequently required to lift and carry light weights (5-20 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

*The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.*

If interested in this position, please send cover letter and resume to Kari Tylke at [ktylke@jawis.org](mailto:ktylke@jawis.org)