

Executive Assistant to Chairman, President and CEO

Conrad N. Hilton Foundation

Agoura Hills, California

Provides support to the Chairman, President & CEO by carrying out various administrative activities and special projects related to all aspects of the Foundation. Additionally serves as liaison to the Foundation's Board of Directors.

Key Responsibilities:

- Effectively manages the day-to-day workflow of the Chairman, President & CEO – maintains calendar; schedules appointments; arranges internal and external meetings; fields and prioritizes phone calls, mail, emails and meeting requests.
- Responds, as appropriate, to correspondence and email on behalf of Chairman, President & CEO.
- Monitors and tracks various projects and tasks to ensure timely completion.
- Coordinates, attends and takes notes at executive team meetings; ensures follow up on action items.
- Compiles expense reports; proofreads, edits and word processes documents and reports; develops charts and graphs as needed.
- Organizes and maintains accurate electronic and/or paper files.
- Coordinates travel itineraries and arrangements for domestic and international trips.
- Interfaces with all levels of staff, the board, and external relations.
- Serves as liaison to the Foundation's Board of Director; manages logistics and distributes materials for Board and Committee meetings.
- Undertakes special projects and other duties as assigned.

Core Qualifications:

- Bachelor's degree preferred or equivalent work experience/skill set.
- Minimum 3 – 5 years of experience providing executive C-level administrative support.
- Excellent written and oral communication, customer service, and interpersonal skills; ability to build effective relationships with all levels of staff, the board and external relations.
- Highly resourceful and organized with a high attention to detail.
- Ability to effectively prioritize, multi-task and manage time.
- A positive attitude and high level of flexibility.
- Ability to effectively manage various details, moving parts and relationships in consideration of the big picture.
- Ability to anticipate issues and needs and takes initiative to respond appropriately.
- Works well independently and collaboratively within a team.
- High level of professionalism, diplomacy and discretion with the ability to maintain matters of confidentiality.
- Interest in philanthropy and the Foundation's mission and operations.
- Strong computer skills and proficiency in Microsoft Office Suite.

Application Instructions

Interested candidates should send a cover letter, resume, and salary history by email to Human Resources No phone inquiries, please. The Conrad N. Hilton Foundation is an equal opportunity employer and welcomes a diverse candidate pool.