**Rural Community Assistance Corporation **

3120 Freeboard Dr., Ste. 201

West Sacramento, CA 95691

**PHONE (916) 447-2854●FAX (916) 447-2878**

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| **JOB DESCRIPTION** |
| Job Title: | Strategic Assistant to the CEO | Salary Grade: | 12 |
| Status: | Exempt  | Supervisor: | Chief Executive Officer |
| Unit: | Executive | Department: | Executive Services |

*Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in thirteen western states and Pacific Islands. RCAC serves Indigenous and rural communities through training, technical and financial resources, and advocacy so low-income rural communities can achieve their goals and visions. Throughout RCAC’s history, our dedicated staff and active Board have supported positive change in rural communities across the West. Our work reflects our core values of leadership, collaboration, commitment, quality, and integrity.*

**Department:**

The Executive Services team supports the organization and the Chief Executive Officer (CEO) in all areas to support the achievement of RCAC’s major goals and objectives serving rural and Indigenous communities and organizations across its region.

**General Purpose:**

Under general supervision of the Chief Executive Officer (CEO), this role performs as a project manager and a strategic planner/advisor to the CEO, allowing them to focus on RCAC’s highest level business priorities. Strategic management of the CEO’s calendar, communications and project deadlines is essential for the position. The position also coordinates and collaborates with the RCAC Board of Directors, providing direction and support in Board matters. This position will process and maintain confidential correspondence, records, Board documents and other support for the CEO, Senior Leadership Team, and Board of Directors with accuracy and attention to detail. The position coordinates schedules and workflows related to the needs and requirements of the CEO, Executive Services team, and Board.

*Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.*

**Job Duties and Responsibilities:**

* Oversees and manages the CEO’s schedule and coordinates with C-Suite team and Senior Leadership team. Coordinates and manages calendars, scheduling meetings, conferences, appointments, special projects, vouchers, and travel logistics for the CEO and Board members to ensure smooth day-to-day engagements.
* Provides hands-on support to transform ideas into reality and monitor their progress, which may entail drafting letters and reports, tracking deadlines and coordinating tasks with other RCAC staff.
* Attends internal and external meetings in lieu of the CEO as needed.
* Screens calls and greets visitors for Executive Services, referring to appropriate staff.
* Assists in handling requests for information and refers challenges and opportunities to appropriate individuals.
* Interacts with and responds effectively to urgent requests from CEO, C-Suite team, Senior Leadership team, and the Board of Directors.
* Prepares and distributes a wide variety of correspondence, contracts, reports, agendas, memoranda, presentations, manuals, charts, tables, Board packages, and committee meeting packets in proper format with complete attachments. Attends all Board meetings.
* Ensures Executive Services team is in compliance with Finance and Procurement guidelines.
* Prepares RCAC meeting agendas and content; coordinates all CEO meeting logistics, including travel and communications.
* Assists with handling urgent or unforeseen situations.
* Assists with public relations activities in collaboration with the Communications team.
* Works independently on routine actions, editing for accuracy, quality, and content, ensuring utmost discretion is used to protect sensitive information.
* Reviews, routes, and/or composes responses for the CEO and Board as appropriate.
* Conducts research and prepares analysis.
* Maintains records and documents in an organized system so they are easily and readily retrievable and available for business; follows a storage and disposition files management plan.
* Provides a bridge for smooth, trustworthy communication between the CEO and all departments to include the Board of Directors.
* Coordinates and ensures maintenance of pertinent policies, corporate Bylaws and Articles of Incorporation.
* Supports the CEO and Board of Directors in program implementation and process changes.
* Performs other related duties as assigned.

**Supervision Exercised:**

* May supervise an Executive Assistant or Scheduler position, as needed.

**Minimum Qualifications and Necessary Requirements:**

* **EDUCATION/EQUIVALENT:** Bachelor’s Degree plus seven years of experience, or ten years of experience without a formal degree.
* **LICENSE/CERTIFICATION:** Valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy.
* **EXPERIENCE:** Seven to ten years of administrative and program management experience (depending on education) supporting a senior executive, working with confidential and sensitive information. Proficient computer skills with Microsoft Office programs. High proficiency with the English language, grammar, spelling, and punctuation.
* Must pass a background investigation.

**Knowledge, Skills, and Abilities:**

* Excellent communications and writing skills.
* Must be able to communicate effectively with all levels of management, staff, outside contacts, funders, investors, and members of the Board of Directors.
* Knowledge of modern office practices, procedures, and equipment.
* Knowledge of planning and scheduling techniques.
* Proficient skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
* Ability to work without close supervision in a fast-paced environment.
* Ability to create, compose, and edit written materials.
* Ability to make administrative and procedural decisions and judgments.
* Ability to gather data, compile information, and prepare reports.
* Ability to carry out instructions furnished in verbal or written format.
* Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers and colleagues at all levels.
* Ability to maintain confidentiality.
* Ability to analyze situations and adopt appropriate courses of action.
* Ability to meet strict timelines and frequent time sensitive priority requests.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25pounds. Specific vision requirements include close vision, distance vision, color vision, and depth perception.

**Working Conditions:**

Work is typically performed in an office with a moderate noise level. Evening and/or weekend work may be required. Automotive and airline travel, including overnight travel, will be required regularly.

**Employee’s Certification:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that this job description is subject to change by RCAC as the needs and requirements of the position change.

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Employee’s Signature Date

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*