



Job Description

Executive Assistant to the President/CEO

We are seeking a highly organized and detail-oriented Executive Assistant to provide comprehensive support to the President and CEO of OIC of Oklahoma County. This dynamic role requires an energetic professional with a high emotional IQ, capable of managing diverse tasks and fostering a positive work environment.

Key Responsibilities:

- **Administrative Support:** Manage the executive calendar, schedule meetings, and prioritize appointments to optimize the President and CEO's time.
- **Communication Management:** Serve as the primary point of contact for internal and external communications, ensuring messages are conveyed effectively and efficiently.
- **Documentation:** Prepare and edit correspondence, reports, presentations, and other documents with precision and attention to detail.
- **Relationship Management:** Build and maintain strong relationships with stakeholders, team members, and partners, utilizing high emotional intelligence to navigate various interactions; Must be able to represent the agency and speak to the vision of the President in a professional manner that strengthens the relationship.
- **Confidentiality:** Handle sensitive information with discretion and professionalism, ensuring confidentiality at all times.
- **Project Coordination:** Assist in the planning and execution of special projects, events, and initiatives, providing organizational support and tracking progress.

Qualifications:

- Exceptional organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- Strong interpersonal and communication skills (verbal and written), with a high emotional IQ to interact effectively with diverse audiences.
- Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace) and familiarity with project management tools.
- Ability to work independently and take ownership of a task/project while remaining a collaborative team player.
- Well-educated through a combination of both formal education and life experiences.

Rate of Pay: \$50,000 - \$55,000/annual

About our CEO

The President/CEO of OIC is DesJean Jones. She is a fast-paced, well-organized, and strategic thinker. Her commitment to the community extends well beyond the nonprofit community. She serves on a variety of boards, is actively involved in the church community, and serves as a presenter, motivational speaker and servant. She is creative, a published author and a consultant.