



Executive Assistant and Office Manager

Overview:

The [Williamsburg Health Foundation](#) (WHF), located in the beautiful mid-Atlantic region of Virginia, is a health-legacy foundation serving Greater Williamsburg which includes James City and York counties and the City of Williamsburg. Since 1996, WHF has invested in improved health outcomes and wellness in our local area. With an approximately \$143-million-dollar endowment, WHF annually awards \$5 million dollars in grants. WHF is committed to working alongside nonprofits, local governments, and others to help individuals make healthy choices in a community with health opportunities for all.

The Opportunity

WHF is currently accepting applications for an **Executive Assistant and Office Manager** that provides staff support to the President & CEO, Board of Trustees (including appointed task forces), Executive Committee, and Governance/Nominating Committee. Serving as the President & CEO's administrator, the Executive Assistant & Office Manager translates requests and indirect requirements into achievable goals, managing the process through which these objectives are met in a timely manner with high performance standards. Serving as Office Manager, the Executive Assistant & Office Manager provides general administrative services in support of the overall office operation. The Executive Assistant & Office Manager functions under the general supervision of the President & CEO while also interfacing with the staff, Board members, and the public.

Primary Responsibilities

- Serves as assistant to the President & CEO. Provides structure for office permanent Board files.
- Provide general administrative support to all Foundation staff.
- Responsible for handling petty cash and for securing the Foundation credit card in the name of the Vice President of Finance.
- Prepares all invoices for payment; reconciles monthly Visa bill and monthly checking account statement for Vice President of Finance's and President & CEO's approval.
- Arrange and set up details of conference rooms for meetings and handle reservation requests

and maintain the schedule for the Jeanne Zeidler Meeting Room.

- Serve as the front desk receptionist by greeting visitors and handling all incoming phone calls, overnight and U.S. Mail. Open, review, and distribute mail as appropriate.
- Oversee the proper operation and maintenance of office services to include telephones, printers, and copiers.
- Oversee the general operation and maintenance of the Foundation's office space. Act as primary liaison with the Foundation's landlord.
- Prepares paperwork for new and departing staff and participates in orientation of new staff members.
- Serves as assistant to assigned Board Committees. Responsibilities include coordinating preparation of agenda packets and taking and transcribing meeting minutes for assigned Board Committee meetings; scheduling and follow-up for Board Member(s) attendance at educational meetings and conferences, assist with coordinating Board events and related administrative support.
- Prepares New Trustee booklets each year and obtains bios and photos from new Trustees in a timely fashion. Obtains Conflict of Interest Statements from all Board members and staff in the first quarter of each year.
- Maintain the WHF Board of Trustees SharePoint site in Microsoft 365 to include the posting of all meetings and events, meeting packets, meeting minutes, organization documents, news articles, and miscellaneous documents the President & CEO deems necessary. Answer Board member questions regarding the use and navigation of the WHF Board of Trustees SharePoint site.
- Perform other related duties as assigned.

Qualifications

- Extensive administrative experience with office management
- Must exhibit a high level of attention to detail and accuracy in all work.
- Excellent oral, written, and interpersonal communication skills including grammar, spelling and punctuation.
- Excellent organizational, planning, and prioritizing skills with attention to detail and ability to follow through on assigned tasks.
- Knowledge or experience with nonprofit organizations.
- Experience with Microsoft Windows, Outlook, Word, Excel, and PowerPoint.

Required Competencies and Skills

- Ability to use office equipment including computer/printer systems, copy machine, and phones.
- Ability to access e-mail and research web sites.

- Ability to compose correspondence, meeting minutes and reports. Excellent communication skills.
- Ability to develop and maintain database systems.
- Ability to process invoices and reconcile monthly checking account and charge account bills related to operating budget.
- Ability to work well with people from diverse backgrounds.
- Ability to handle details and function independently.

Compensation and Benefits

This is a full-time position. Competitive Salary & Benefits Package including health, dental, vision, PTO, 403(b), professional development, end of year office closure, half-day Summer Fridays, and hybrid work opportunity. The starting salary is \$60,000 commensurate with experience and education.

Application Requirements

Interested applicants should provide a cover letter that describes interest and skills background, along with a resume to recruiting@williamsburghealthfoundation.org.