

JOB DESCRIPTION

POSITION:	Executive Assistant
BUSINESS ENTITY:	The Snow Foundation
REPORTS TO:	CEO – The Snow Foundation
UPDATED:	October 2022

LOCATION AND DAYS:

- The office is located at The Hub Hyde Park in Liverpool Street, Darlinghurst
- The position provides a flexible model of office vs home.
- 4-5 days is preferred

MAIN DUTIES:

Executive Assistant

The Executive Assistant provides efficient, professional and confidential executive support to the CEO – The Snow Foundation and provides office support to other members of The Snow Foundation team.

The primary responsibilities are to provide high-level administration and office support to allow the CEO – The Snow Foundation to focus on the core responsibilities and direction of The Snow Foundation.

Some of the tasks include:

- Outlook management including inbox, calendar, and contacts coordination.
- Meeting coordination, agenda preparation, file-notes and minutes.
- Assist with managing priorities and workflow.
- Board and Investment Committee preparation, agenda and minutes.
- Travel arrangements.
- Managing various stakeholders.
- Reconciling monthly expenses.
- Other ad-hoc duties that may be added to the position description or directed by other team members of The Snow Foundation.

Office Management

The Executive Assistant also provides support to the whole Snow Foundation team, especially the Sydney team and delivers appropriate communications, systems and procedures. The Executive Assistant will oversee office management needs by:

- Supporting team members on their day to day needs e.g. meeting scheduling, technology, planning.
- Creating a collaborative culture and team-spirit across the Sydney and Canberra teams that emphasises positivity, quality and productivity which includes planning and following through on the team meetings.
- Using, developing and maintaining an effective filing and grants system.
- Warmly greeting any partners, stakeholders, others over the phone, email, and for face-to-face meetings.
- Ensuring standards are set for workplace health and safety.
- Keeping up to date on technology for all staff within the office.
- Maintaining office supplies, staff amenities and other items for staff.

Program Coordination

The Executive Assistant will be across all program development and in many cases will be the first point of contact for general inquiries about The Snow Foundation and its relevant programs. They will be required to:

- Answer enquiries and expressions of interest from the general public.
- Liaise and communicate with multiple organisations, private and government authorities to confidently communicate The Snow Foundation message and program development.
- Assist broader team with events, reports, and general program development.

Key Competencies

The role requires someone who is a natural organiser with advanced level Microsoft Office skills.

It is vital that the Executive Assistant is team player who works cohesively and positively in a small team as well as autonomously and can work closely with a wide range of stakeholders, have excellent written and verbal communication skills and a high level of attention to detail.

A collaborative approach and the ability to adapt to changing priorities will also ensure success in this role.

- Excellent written and verbal communication skills
- Efficient and high-level attention to detail
- Exceptional ability to keep track of multiple activities and an impeccable ability to plan, manage and meet deadlines
- Ability to confidently build and maintain professional relationships internally and externally

- Advanced computer software skills (incl MS Office Suite) and Google for Business
- Experience maintaining a CRM database (highly regarded but not essential)
- Proven time management and organisation skills
- Able to multi-task on projects/initiatives of various size and complexity
- Collaborative and pro-active
- Customer focused attitude
- Professional, tactful and diplomatic

POSITION ATTRIBUTES:

The Executive Assistant will need to have the following core attributes:

Passion and Commitment

Passionate about and committed to progressing key social justice issues and systems change in line with The Snow Foundation strategic plan.

Excellent written and oral communication skills

Communicate with staff and external stakeholders, and suppliers. It is critical to establish and build strong relationships within The Snow Foundation and other associated entity employees. These relationships include both internal and external clients of the group.

Excellent Organisational Skills

Highly organised, detail-orientated and able to plan and manage projects, including involving multiple stakeholders and adapting plans quickly when required.

Team Player

Demonstrate teamwork skills within The Snow Foundation team and with internal and external stakeholders associated with The Snow Foundation. This includes pitching in if and when required, providing support to team members, and no office politics by showing equal respect to your colleagues and team members at all times.

Delivery of service

Ensure the delivery of service to the community, partners and advisors is attended to of a high standard.

Community-minded

Caring and interested in helping the community and individuals.

Presentation and Image

Must be professionally presented and have a clear understanding that they are always representing The Snow Foundation.

The Snow Foundation Values

The Executive Assistant will positively follow the Company values to ensure the culture is maintained as a family-owned, positive, professional business.

- **Humility** – we recognise the expertise of our partners and help them achieve great things.
- **Social Justice** – we uphold principles of equity, inclusiveness and fairness.
- **Commitment** – we are here for the long term and understand social change takes time.
- **Collaboration** – we are engaged with our partners and our community and work together supportively.
- **Empathy** – we strive to understand and share the feelings of others.
- **Transparency** – we share our learnings and promote shared intelligence.

Self-Starter

The role requires a level of autonomy. The Executive Assistant supports the CEO, colleagues, and other stakeholders and will not need ongoing direction. The Executive Assistant will understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Feedback

May participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development.

Use this feedback to understand the development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager and Human Resources and encourage live feedback at any time you or your manager feels necessary during your employment.

All staff are expected to engage in feedback discussions openly and constructively and work together with their manager on genuine opportunities to improve performance.

Software

The Executive Assistant is required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook
- WordPress and InDesign (favourable).



Target Safety – Aim High

The Snow Foundation employees have a duty to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as they are able, with any reasonable instruction that is given by The Snow Foundation to allow it to comply with its work, health and safety obligations.
- Co-operate with any reasonable policy or procedure of The Snow Foundation relating to work health and safety.
- Follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

POSITION – DAYS, OFFICE VS HOME:

- The position is 4 to 5 days.
- Days are a mix of office and working from home.
- Office is based at The Hub Hyde Park in Liverpool Street, Darlinghurst.

Employee Name: _____ Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____