



LAKESHORE

Lakeshore Foundation is a non-profit 501c3 organization. Our mission is to provide opportunity for individuals with disability to live a healthy lifestyle through activity, research, advocacy and health promotion.

New Job Posting: Special Assistant to the President

RESPONSIBILITY AND AUTHORITY

The full time Special Assistant will support the president on key internal and external priorities, while making Lakeshore Foundation's office an effective, efficient and pleasant place for all team members to work. The successful candidate will be highly skilled at managing relationships, a rapid flow of work, changing priorities and a wide range of logistics.

The special assistant will handle dozens of details each day, including scheduling and preparing for meetings, managing and appropriately routing email traffic, arranging travel, handling expense reports and more. The job will evolve over time but will always have a significant administrative component. This is a great learning opportunity to grow with Lakeshore Foundation.

PRIMARY ACTIVITIES

- Provide ongoing administrative and executive support for Lakeshore Foundation's president, including scheduling meetings, arranging travel and submitting and tracking expense reports.
- Assist the president with preparing for external meetings, including providing supportive research and drafting presentation materials.
- Support the president with troubleshooting on all technology.
- Coach the President on the use of major social media platforms.
- Work with the Program and Guest Services Specialist to arrange meetings (including meals, space and logistics) and ensure timely guest access.
- Serve as lead administrative and project manager for board meetings and all other board matters and communications.
- Handle logistics for board meetings; assist with preparing board meeting materials and supporting the executive leadership team in preparing for meetings with the board.
- Schedule and support regular internal meetings among members of the organization's leadership team, as needed. Coordinates weekly or monthly departmental meetings as directed by President.
- Act as an internal resource and liaison for various operational needs as requested.

- Support other team members or projects at the president's request.
- Provides clerical assistance and errand service, as needed for day-to-day duties, special projects and events.
- Attends departmental meetings, taking notes and preparing reports of each meeting as requested or directed by the President.
- Contribute to a positive work environment and overall team effort.
- Perform other duties as required or directed by President and other administration staff.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- A college degree is required, with a minimum of five years of work experience that shows increasing operational responsibilities and a proven record of success. Experience in both nonprofit and corporate environments is a plus.
- A strong commitment to Lakeshore Foundation's mission and goals.
- A high level of emotional intelligence and people skills, with an emphasis on resilience.
- A can-do, positive attitude – serving an important role as the “glue” for Lakeshore Foundation.
- Demonstrated capacity for discretion and for handling confidential information with care.
- Proven experience managing a diverse portfolio of responsibilities with competing deadlines.
- Excellent project management abilities, including creating timelines, budgets and reports.
- A high level of proficiency with multiple types of technology, including word processing, spreadsheets, presentation software, and familiarity and comfort with knowledge management systems and databases.
- Comfort with social media for both individual and organizational purposes.
- Outstanding written and verbal communication skills. Demonstrated capacity to produce business correspondence, program plans, status reports, responses to request for information and input and other documents and electronic communications.
- Ability to develop relationships and credibility with internal and external stakeholders.
- Ability to work independently as a productive member of a team, under pressure of deadlines/timelines.
- Comfort and experience with collaborating with peers and working with colleagues.
- Creative problem-solving ability, with the capacity to negotiate solutions and reach consensus.
- Rigorous attention to detail.
- Flexibility to manage changing priorities in a fast-paced environment.

Please forward resume and letter of interest by June 2, 2023 to: Debbie Smith,
debbies@lakeshore.org.

EOE