



# Executive Administrative Assistant

**About the Company:** The Detroit Police Athletic League is a private, nonprofit corporation that, in partnership with individual volunteers and the Detroit Police Department, builds character in young people through athletic, academic, and leadership programs. The company is results-oriented, and driven by its values of excellence, personal growth, and humility.

**Summary of Responsibilities:** Responsible for providing administrative support for the CEO, including scheduling, typing, filing, financial record keeping, meeting minutes, coordination of meetings and conferences, and participation on ongoing and special projects.

## **Responsibilities:**

- Provide administrative support to management; specifically the CEO and his direct reports.
- Process and manage highly confidential and critical information on an on-going basis.
- Schedule, arrange and ensure the CEO is properly prepared for appointments and meetings.
- Manage calendars to include scheduling and organizing activities such as meetings and travel arrangements and coordinating appointments among department calendars.
- Attend meetings with the CEO as requested, take minutes/notes, and prepare summaries of meeting activities and outcomes.
- Read and interpret documents and correspondence for the CEO and prepare associated summaries. Provide support and assistance in the preparation of correspondence, reports and information for dissemination from the CEO.
- Organize and maintain both electronic and manual files for the CEO's office.
- Prepare periodic summary reports and analyses on the activities of organizations in which the CEO is involved.
- Monitor projects performed by the leadership staff and prepare associated reports and summaries for the CEO and leadership team.
- Develop presentations, diagrams, flow charts, videos, employee newsletter and other materials, as directed, to help ensure business communications are well-written, timely and effective.
- Serve as the "face" of the department for the company; establish positive working relationships with company departments, and provide proactive communication with other departments.
- Professional interaction with the Detroit PAL Board of Directors to ensure effective communication of meetings, activities and information as needed by the CEO or other members of management.
- Perform related responsibilities as required or assigned.



**Requirements:**

- Initiative – Demonstrated ability to work independently with limited supervision and to take the initiative in planning and completing assignment.
- Teamwork: Willing to collaborate and work as a team player, considering the objectives and needs of each “customer.”
- Trustworthy – Must maintain confidentiality and the highest degree of trust and credibility in working with the CEO and members of senior management.
- Resourcefulness – Ability to think creatively, utilize resources, seek and consider alternatives, and find or develop better ways of doing things.
- Demeanor – Professional and polished, with the ability to represent the CEO at high levels both inside and outside the organization.
- Communication Skills – Direct, clear, accurate and concise in communication style with the ability to prepare user-friendly, professionally accurate documents and summaries.
- Interpersonal Skills – Outgoing, upbeat and personable, with the ability to quickly develop rapport in new situations and to build effective working relationships with personnel at all levels.
- Detail-Oriented – Highly organized and attentive to detail with the ability to multitask and to help the CEO stay on top of daily activities.
- Proactive – Demonstrated ability to anticipate needs and requirements and to be responsive to new and changing assignments, even when limited notice is provided.
- Assertive – Able to voice opinions and make recommendations, to be supportive of the ideas of others, and to be understanding when recommendations are not accepted.
- Computer Proficiency – Advanced computer competence in Microsoft Office (Word, Excel, PowerPoint and Outlook) Adobe Acrobat programs and internet research and interested and willing to learn new computer skills and programs.
- Project Planning – Knowledge of project planning and management, with demonstrated initiative and successful management of multiple projects.

Interested candidates please submit resume and salary requirements to  
[HR@detroitpal.org](mailto:HR@detroitpal.org)