

**LOUISIANA BAR FOUNDATION
EXECUTIVE DEPARTMENT
POSITION DESCRIPTION**

POSITION: Executive Assistant
REPORTS TO: Executive Director/Chief Executive Officer (ED/CEO)
STATUS: Full-time; non-exempt
POSITION SUMMARY: Provides high-level operational and executive support to the ED/CEO; responsible for logistics and preparation of board meetings and board events

PRIMARY FUNCTIONS

- Manage CEO schedule, appointments, and meeting logistics, ensuring all materials are prepared and follow-ups are tracked. Track key organizational deadlines and priorities.
- Organize CEO-led committee meetings and coordinate follow-up across all board and staff committees, including agenda development, minutes, reporting, and in-person/virtual logistics.
- Coordinate logistics and prepare for board meetings/events (leadership orientation, dinners, luncheons, special projects, other executive events) including document preparation, meeting logistics and procurement of other assets required.
- Draft, review, and manage correspondence, presentations, and documents for the CEO, maintaining well-organized digital and physical archives.
- Maintain executive office records by organizing and filing correspondence, project folders, board reports and materials, staff reports and meeting minutes.
- Manage travel for ED/CEO
- Serve as liaison on behalf of the CEO to board members and external partners, ensuring timely communication and operational follow-through.
- Performs other related duties as assigned by ED.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent comprehension and communication skills.
- Ability to exercise good judgement and self-control.
- Proficient and knowledgeable in computer applications/systems including Microsoft Office and other office-related software tools (e.g. Adobe Acrobat, Teams, Zoom); and database software.
- Excellent organizational and time-management skills.
- Excellent attention to detail skills.
- Ability to interact professionally and maintain effective and positive working relationships with superiors, coworkers, and members.
- Exhibit professionalism in all aspects.
- Demonstrated ability to operate safely in the workplace.

MINIMUM QUALIFICATIONS

- Associates degree or higher
- 3 years of experience in administrative or managerial support roles with executive support level responsibilities; nonprofit experience a plus.
- Event planning experience.
- Proofreading and writing skills, including proper English usage, spelling, grammar, punctuation, and business correspondence formatting.
- Ability to handle sensitive information with confidentiality.

ADDITIONAL QUALIFICATIONS

- Excellent communication and customer service skills.
- Ability to be flexible and responsive to an evolving work environment.

PHYSICAL DEMANDS

Reasonable accommodation may be made for individuals with medical limitations or disabilities to perform the essential functions.

- Sitting for long periods of time.
- Ability to see and hear well (naturally or with correction).
- Ability to work in a constant state of alertness safe manner.

WORK ENVIRONMENT

The work environment is characteristic of a professional office setting. Work is performed onsite with remote working capabilities offered per discretion of the CEO.

EMPLOYEE ACKNOWLEDGMENT

Employee signature below indicates the employee’s understanding of the requirements, essential functions, and duties of this position.

Print Name

Signature

Date