



Executive Assistant to the President & CEO

Position: Full Time, Salaried

Location: Jacksonville, FL

Department: Executive

About CAP

The Cathedral Arts Project is a nationally recognized nonprofit provider of quality, comprehensive and ongoing instruction in the visual and performing arts for school aged children in Northeast Florida. The driving force behind all CAP programs is the belief that the arts matter – they provide essential skills, like creative thinking, perseverance, teamwork, and self-discipline, that benefit all people in all areas of their lives. Voted one of the best places to work in Jacksonville, CAP offers a culture of creativity and teamwork right in the heart of downtown Jacksonville.

The arts have the power to inspire, unite and create change. At CAP, we embrace collaboration and strive to grow and diversify our partnerships to provide equitable access to arts education that impacts children for the rest of their lives.

We respect and value all identities and differences. We encourage authentic self-expression and are committed to fostering and maintaining an inclusive, supportive and safe environment for all. We proactively pursue, engage and seek to understand diverse perspectives, because when everyone is empowered, creativity and innovation thrive. We are stronger together.

Position Overview

The Executive Assistant to the President & CEO provides support that gives the President & CEO the time and focus necessary for higher-level leadership activities. Essential responsibilities include executive office management, board relations and administration. This position entails both variety from day to day, as well as routine, repetitive tasks.

This is a hybrid remote/on-site role. Typical hours are 8 a.m. to 4 p.m. Monday through Friday with flexibility. Duties require working in the CAP office two to three days per week at a minimum.

Essential Responsibilities

Executive Office Management

- Provide a wide array of administrative supports to the President & CEO, including drafting emails and correspondence, developing presentations, managing the President & CEO's calendar and scheduling appointments, maintaining electronic files, keeping personal office supplies stocked, documenting expense reports, running business related errands, tracking constituent relations and preparing for, greeting and escorting visitors.
- Park and/or unload the President & CEO's car when needed.
- Communicate internally and externally both directly and on behalf of the President & CEO.
- Research, prioritize and follow up on incoming issues and determine appropriate course of action.
- Keep the President & CEO informed of and prepared for upcoming commitments.
- Anticipate and prioritize needs; handle matters expeditiously and proactively; see projects through to successful completion, often with deadline pressures.

Board Relations

- Serve as the President & CEO's administrative liaison to the board of directors.
- Prepare supporting materials for board meetings.
- Coordinate catering and handle A/V and other logistics for board meetings.
- Maintain accurate file system of meeting minutes and other historical data and documentation such as rosters, committee assignments and other paperwork.

Administration

- Collect and prepare materials for agendas and presentations for staff, board and stakeholder meetings.
- Attend and draft minutes for staff, board and other meetings.
- Complete other administrative tasks for the President & CEO, including but not limited to printing, mailings and copying.
- Assist with special events and other major projects including the annual golf tournament, Spring for the Arts, Showcase, receptions, and various student and donor events as requested.

Minimum Requirements

- Prior experience as an Executive Assistant or related administrative work.
- Excellent communication in both written and oral form. This includes proficiency in spelling, grammar and punctuation, as well as the ability to quickly summarize large amounts of information in writing and orally on a regular basis. The ideal candidate will be able to track communication and be very responsive across multiple channels without losing any details.
- Availability to work a flexible schedule to include occasional weekends, early mornings and evenings as needed.
- Adept at working with mobile, PC and other office technology. Proficiency in Microsoft Office Suite (including Outlook, Word, Excel, PowerPoint, OneDrive and Teams). Additional experience in design and database software is a plus.
- Ability to move up to 25 lbs safely from one place to another.
- Must hold a valid driver's license.
- Must pass official Level 2 background screening as outlined by Florida state law.

Qualifications

- Commitment to CAP's vision, goals and core values.
- A demonstrated commitment to ethics and integrity, especially as it relates to confidential information.
- Strong interpersonal relations with the ability to build rapport.
- Superb organizational and time management skills that reflect an ability to perform and prioritize multiple tasks seamlessly, with excellent attention to detail and accuracy.
- Commitment to customer service for team members and external constituents.
- Proven ability to work effectively both independently and on a team.
- Ability to maintain a positive 'can do' attitude; be proactive, flexible, problem-solve and show initiative with projects, planning and all activities related to this position.

Compensation & Benefits

- Position is a full-time salaried exempt role with a starting salary of \$42,000 to \$52,000.

- Medical, dental and vision insurance available after 30 days, with CAP covering 75% of the costs of individual medical insurance.
 - Opportunity to participate in the organization's 403(b) retirement savings plan.
 - Generous paid time off, including 21 days of PTO, 24 paid holidays and a flexible, family-friendly schedule.
 - Paid parking in a central downtown location.
 - Tenured benefit opportunities including professional development, personal wellness credits, student loan and tuition savings assistance, and paid parental leave.
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To Apply

Submit a cover letter and resumé in confidence to hr@capkids.org.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.