

Health District

Senior Executive Assistant/Board Liaison

Position Description

Position Title Senior Executive Assistant/Board Liaison

Career Level/Grade P4

Position Overview

The Senior Executive Assistant/Board Liaison serves as a trusted partner to the Executive Director, Executive Leadership Team, and Board of Directors. The position is responsible for coordinating executive operations, supporting Board governance processes, managing executive-level projects and priorities, and ensuring effective communication and alignment across the organization.

The Senior Executive Assistant/Board Liaison supports the Executive Leadership Team, consisting of the Executive Director, Deputy Director of Operations, and Deputy Director of Community Health. This position plays a key role in helping leadership operate effectively by managing complex priorities, coordinating strategic initiatives, supporting governance activities, and ensuring timely follow-through on organizational commitments.

The Senior Executive Assistant/Board Liaison also serves as a mentor and resource to administrative support staff across the organization and helps promote excellence, consistency, and professional development within administrative support functions.

We believe that our people are our greatest strength. Each employee contributes to our shared mission, vision, strategy, and values. We are committed to fostering a workplace that is **Supportive, Impactful, Accountable, and Inclusive**.

Supervision and Fiscal Responsibilities

No direct reports or fiscal responsibility.

May lead or coordinate cross-functional teams, committees, workgroups and special projects.

May provide guidance, mentorship, training, and coaching to administrative support staff.

Examples of Duties

Executive Leadership Team Support

- Provide advanced-level support to the Executive Director and Executive Leadership Team while exercising a high degree of professionalism, judgment, discretion, and confidentiality.
- Manage complex calendars, schedules, appointments, and meeting coordination for executive leadership.
- Anticipate executive needs and proactively coordinate logistics, communications, and priorities to support organizational effectiveness.
- Coordinate Executive Leadership Team meetings, agendas, materials, action items, and follow-up activities.
- Support preparation of executive presentations, reports, briefing materials, and communications.
- Coordinate executive travel, conferences, community meetings, and special events.

Board Governance & Support

- Serve as the primary staff coordinator supporting the Board of Directors and Board committees.
- Coordinate Board meetings, retreats, special sessions, and committee meetings.
- Prepare, compile, review, and distribute Board meeting materials and supporting documentation.
 - Maintain Board records, resolutions, policies, governance documents, and meeting archives.

Senior Executive Assistant/Board Liaison

- Support Board member onboarding, orientation, and ongoing communications.
- Assist with ensuring compliance with applicable governance requirements, public meeting requirements, and organizational policies.

Strategic Coordination & Project Management

- Coordinate organization-wide projects, initiatives, and priorities on behalf of executive leadership.
- Develop and maintain project plans, timelines, implementation schedules, and accountability systems.
- Track strategic initiatives and monitor progress toward organizational goals.
- Coordinate leadership retreats, planning sessions, employee engagement activities, and organizational events.
- Conduct research, compile information, and prepare summaries to support executive decision-making.
- Support communication and collaboration across departments and leadership teams.

Administrative Leadership & Operational Excellence

- Serve as a resource and mentor to administrative support staff across the organization.
- Promote consistency, best practices, and efficiency within administrative support functions.
- Assist in onboarding, training, and professional development of Executive Assistants, Administrative Specialists, and other support staff.
- Develop and maintain administrative systems, templates, procedures, and process improvements.
- Support continuous improvement efforts related to executive operations and organizational effectiveness.

Qualifications

- Bachelor's Degree in Business Administration, Public Administration, Communications, Nonprofit Management, Health Administration, or related field.
- 7 - 9 years of progressively responsible experience supporting senior executives, governing boards, elected officials, or executive leadership teams.
- Experience in project management, executive operations, governance, public administration, healthcare, nonprofit, or government settings preferred.
- Strong facilitation, communication, and relationship management skills.
- Equivalent combination of education and experience level.

Knowledge, Skills, & Abilities

- Advanced knowledge of executive support, Board governance support, project coordination, and organizational operations.
- Exceptional organizational skills and ability to manage multiple priorities simultaneously.
- Strong attention to detail and commitment to accuracy.
- Strong critical thinking, problem-solving, and decision-support skills.
- Excellent verbal and written communication skills.
- Ability to anticipate needs, identify issues, and proactively develop solutions.
- Ability to work independently while effectively supporting multiple leaders and stakeholders.
- Ability to manage sensitive and confidential information.
- Ability to build positive relationships across all levels of the organization.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with project management and task management software such as ClickUp, Asana, Trello, or similar platforms.
- Commitment to contributing to an inclusive, collaborative, and equitable workplace culture.

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The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

Infection Prevention

During flu season, flu shots are strongly recommended for this position.

Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications. Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.