



Community Service Council Job Description

Executive Assistant

The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Leadership Team as a member of the agency support team. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. As a member of the support staff this position offers assistance as needed to the support staff team by providing administrative assistance across the agency.