



National Medal of Honor Leadership & Education Center
P.O. Box 619
Mount Pleasant, SC 29465

EXECUTIVE ASSISTANT: FULL-TIME POSITION

ABOUT NMOHLEC

The National Medal of Honor Leadership and Education Center is a dynamic organization dedicated to inspiring leadership and character development through the values of the Medal of Honor. Our mission is to empower individuals and organizations to meet their moment with courage, integrity, commitment, sacrifice, citizenship, and patriotism. We offer a range of educational programming and resources, including workshops, seminars, online learning materials, and more, designed to help individuals develop the skills and qualities necessary for effective leadership and organizations to build a values-based organizational culture. Join our team and be part of a movement to inspire American leadership.

POSITION OVERVIEW

The National Medal of Honor Leadership and Education Center is seeking a highly motivated and experienced Executive Assistant to join our team.

KEY JOB RESPONSIBILITIES

1. Provide the CEO with extensive and continuous calendar management, travel management, and expense management.
2. Track action items for the CEO and ensures steps are being taken to complete each action item.
3. Act as a representative of the organization's leadership regarding internal and external relations and correspondences.

4. Production of presentations, reports, and documents in support of board and donor relationships.
5. Arrange on and off-site meetings, events, appointments, and travel for leadership and provide supporting materials as needed.
6. Ensure that leadership is informed of priorities, deadlines, and challenges.
7. Assist leadership in tracking key operational metrics by organizing and compiling data, researching facts, and coordinating information retrieval.
8. Arrange teleconferences and virtual meetings and provide support materials.
9. Independently perform special projects that require a combined knowledge of administrative needs and technical operations.
10. Track internal and external contacts and maintain contact database.
11. Maintain neat, clean, professional appearance as directed by NMOHLEC policy.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Exhibits donor-centeredness in the performance of all job duties.
2. Treats all others with respect; understands the mission of NMOHLEC and the Medal of Honor values.
3. Anticipates, listens to, understands, and responds to organizational needs. Delivers work products and services in a way that reflects positively upon NMOHLEC.
4. Assumes additional responsibilities and performs special projects as needed or directed.

QUALIFICATIONS

1. 5-plus years of experience supporting executive-level administrative functions.
2. Experience in either a Development office OR a client-based agency structure such as a law firm, marketing agency, or consulting firm.
3. Ability to thrive in a fast-paced environment with high levels of opportunity to create systems and solve problems while working independently.

4. Highly developed written communication skills, including report writing, presentations, email correspondence, and verbal communication skills.
5. Advanced experience in Microsoft Office software tools, including Word, PowerPoint, Excel, and Outlook.
6. Excellent calendar management skills with a demonstrated history of complex scheduling with consistent follow-through.
7. Project management skills
8. Organization and prioritization skills; demonstrated history of successfully managing multiple concurrent initiatives and maintaining one's own workflow.
9. Ability to anticipate needs, resourcefulness, and responsiveness
10. Collaborative work style to support the organization's needs for information.

To apply, please submit a resume and cover letter highlighting your qualifications and experience related to this position to tom.mundell@medalofhonorlec.org