

POSITION DESCRIPTION

Position: Executive Assistant

Program: Administration

Status: Non-exempt

Reports to: President/CEO

Date Prepared: 08/2016

POSITION SUMMARY:

The Executive Assistant is responsible for assuring quality services to the CEO, COO, and CFO. Objectives include administrative and clerical support to the executive team, as well as providing direction and guidance to board members, program directors, visitors and staff as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards. Work is performed in a highly confidential environment.

OBJECTIVES/ACTIVITIES:

- A. Provide administrative and clerical support to Chief Executive Officer, Chief Operating Officer, and Chief Financial Officer.
 - 1. Prepare correspondence and other written assignments accurately and in a timely manner as requested. Submit correspondence for review, finalize and distribute as necessary.
 - 2. Screen telephone calls and emails for the Executive Team.
 - 3. Maintain scheduling and calendar for the Executive Team.
 - 4. Prepare and send reminder notices, meeting minutes, and Board packets prior to scheduled meetings.
 - 5. Order meals for Board meetings, set up and take down meeting rooms including AV equipment, and work with outside providers for meal deliveries.
 - 6. Attend Board meetings and record minutes.
 - 7. Maintain Board of Directors' files, rosters, meeting schedules, and any Board related documentation.
 - 8. Coordinate and prepare agenda for Program Director meetings. Order meals for Program Directors meetings, set up and take down meeting rooms.
 - 9. Attend Program Director meetings and record minutes.
 - 10. Make flight and hotel reservations for executive staff.
 - 11. Create spreadsheets and reports to compile monthly program data.
 - 12. Create and maintain files for easy access to all corporate documents (i.e. by-laws, articles of incorporation, tax exempt status, board roster, organization chart, audited financial statements, etc.).
 - 13. Create organized filing system for all program information.
 - 14. Provide information and referral support related to Volunteers of America's programs and services.
 - 15. Order office supplies for administrative office.
 - 16. May perform other duties as assigned.

- B. Responsible for self-development
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Attend staff meetings/assigned training seminars and complete required certifications as needed to perform duties.

EQUIVALENT EDUCATION AND EXPERIENCE:

A minimum of a high school degree is required. Three years of prior executive/administrative support experience is required. This position requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires the ability to prioritize work responsibilities and the ability to perform work to high standards particularly in written form. General knowledge of issues and challenges unique to homelessness, substance abuse, young adults, minorities, and persons with disabilities is preferred. Necessary office skills include proficiency with computers, especially data entry using Excel and Word Processing. The position requires demonstrated ability in record keeping, mathematical comprehension, good written and verbal communication skills, ability to provide a kind and welcoming environment to all visitors and a polite telephone demeanor.

SPECIFIC SKILLS REQUIRED:

Teamwork skills
Oral and written communication skills
Computer skills
Ability to type a minimum of 40 wpm
Organizational skills
Analytical and decision making ability

PHYSICAL REQUIREMENTS

Lift and move up to 25 pounds
Physically able to safely maneuver weight distribution of office supplies
Stand, walk, bend, stoop, and sit frequently
Kneel occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are many times performed independently with accessible guidance and direction from the designated lead. This person must be able to function both independently and in a team environment working towards attainment of operational goals.

SUPERVISION EXERCISED:

This position does not supervise, however, may be delegated training and lead responsibilities to temporary clerical support as needs may require.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires daily contact with visitors, board members, clients, and all levels of staff. The Executive Assistant is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all individuals with whom he/she interacts. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Minimal, however, errors in receipts and distribution for accounting can have major impact.

NUMBER OF EMPLOYEES

No employees report to this position.

This job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed: _____