

The moment when change is possible

JOB DESCRIPTION

JOB TITLE:	EXECUTIVE ASSISTANT
RANGE:	S11
FLSA STATUS:	EXEMPT
PROGRAM:	SUPPORT SERVICES
SUPERVISOR:	EXECUTIVE DIRECTOR
DEGREE OF SUPERVISION:	BI-WEEKLY OR AS NEEDED
POSITIONS SUPERVISED:	NONE
PRIMARY PURPOSE:	This position is responsible for providing administrative support to the Executive Director and other senior management personnel as assigned.

EDUCATION AND EXPERIENCE:

High school level reading, communication, and math proficiency. Four years related executive support experience OR equivalent combination of education and experience. Related experience includes executive business communications, computer applications (MS OFFICE), board relations and common business practices. Proven proficiency in Microsoft Office (65+ wpm); presentation skills; writing skills; travel logistics; time management; Organizational skills; oral and written communication skills. (Some College Education Preferred)

Minimum Qualifications:

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification and Food Handlers Card.

Areas of Core Competence:

Appointment coordination and planning, ED support, managing ED technology, meeting preparation and implementation, internal/external/written/verbal communication, problem solving, professional behavior and aptitude, task, time and project management, team work and collaboration, alignment with agency mission and values

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Completes a broad variety of administrative tasks for the Executive Director including: managing an active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging travel plans, itineraries, and agendas; and compiling documents for travel related meetings. agency contract management/oversight
- B. Prepares and formats information for internal and external distribution. This may include writing letters and memos, compiling and analyzing data for reports, creating presentations, writing reports, editing, proofreading and other information preparation duties.
- C. Plans and coordinates the ED's schedule. Works with both internal and external stakeholders to schedule meetings. Provides the "gatekeeper" role creating win-win situations for direct access to ED's time and office.
- D. Works closely and effectively with the ED on agency contract management/oversight, keep him/her well informed of upcoming commitments and responsibilities, and following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the agency and keeping the ED updated.
- E. Successfully completes critical aspects of deliverables with a hands on approach that facilitate the ED's ability to effectively lead the agency.
- F. Maintain a high level of confidentiality as exposure to highly sensitive information will be frequent. All information must be protected
- G. Takes calls in the ED's absence and handles according to previously discussed arrangements, refer to appropriate staff for assistance and or take messages.
- H. Conserves ED's time by reading, researching, and routing correspondence, drafting letters and documents; collecting and analyzing information; initiating communications
- I. Creates and maintains an electronic and paper records keeping system. Archive files and purge materials as needed
- J. Position needs to be flexible and adaptable based on needs of the agency and the ED
- K. Under the direction and supervision of the ED, serves as the administrative liaison to the Board of Directors. Organizes and coordinates executive outreach and external relations efforts related to administrative and coordination support of the Board.
- L. Works with ED and the Board to create and maintain an annual calendar of Board and Committee meetings. Sends reminders prior to meetings to all members of either the board and or the appropriate committee members.
- M. Prepare for all Board and Board Committee meetings by reserving the room, creating an distributing agendas in collaboration with ED and Board President, assists with preparing monthly agency reports, utilizes "Base Camp", a cloud based software system.
- N. Assists with onboarding of new Board Members by preparing Board binders.
- O. Keep Board binders up to date.
- P. Attend all Board and Board Committee meetings to take minutes. Distribute minutes to appropriate board members.
- Q. Maintains discretion and confidentiality with all Board members.
- R. Participates as an adjunct member of the senior team including assisting in scheduling meetings, gathering agenda items, attending meetings, taking and distributing minutes.
- S. Manages flow of information to members of the executive leadership team, and may screen, highlight critical content, and summarize reports and information that are received before passing it on to the appropriate person.

- T. Facilitates agency office manager meetings in collaboration with other senior staff members. Creates agenda, takes minutes, and may lead or participate in agency-wide administrative process improvement initiatives.
- U. Works in collaboration with other senior staff members to keep the ED highly informed issues affecting the agency.
- V. Attends agency meetings on behalf of the ED.
- W. The ED, on a time limited and project specific basis, might assign this position to assist with other agency leaders.
- X. May be asked by the ED to partner with other Senior Staff members to support in drafting reports, develop and deliver presentations, and evaluate data.
- Y. Partner with front desk support to ensure that office supply inventory is adequate to the needs of the building.
- Z. Assist and or lead major agency initiatives as the direction of the ED.
- AA. Assists the ED in planning for and implementing a Stakeholder engagement plan with major funds, government agencies and community partners.
- BB. Attends community meetings as assigned by ED to both gather and provide information as directed.
- CC. Other tasks as assigned

Other Duties:

- A. Perform other related work as assigned.
- B. Attend trainings and meetings as assigned. May be appointed to committees.

Attendance:

- A. Maintain prompt and regular attendance in accordance with company policy.
- B. Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

Physical Demands:

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

While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

Working Conditions:

The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids.

Hazardous Conditions: Possible exposure to air and Bloodborne Pathogens.

Equipment Used: May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

Travel: Travel is expected for required trainings.

Other Responsibilities:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: _____ Date _____