

JOB DESCRIPTION

Position	Executive Assistant	Department	Administration
Category	Full-time	Classification	Non-exempt
Supervisor	Executive Director	Funding Source(s)	
Safety	Not Safety-sensitive	Approved/Revised	January 2024

Position Summary

The Executive Assistant will act as office administrator and coordinate or perform a diverse set of support tasks to ensure the organization, its Executive Director, Board of Directors, and facilities have the support they need to operate smoothly and efficiently.

Duties and Responsibilities

- Supports the various related needs of the Executive Director and administrative offices.
- Oversees the administrative support for strategic initiatives.
- Assist the leadership team with reporting schedules, requirements, and compliance.
- Reviews departmental, maintenance, and other recurring schedules and reports for accuracy and efficiency.
- Supports the board of directors and its committees.
- Coordinates the acquisition, distribution, and storage of company supplies and shared support services such as mailing, printing, and copying; security procedures and resources; and cleaning and maintenance processes.
- Monitors renovation, installation, and similar projects to ensure plan requirements and applicable health, safety, and legal standards are met.
- Collaborates with architectural, engineering, design, and planning teams to create functional and productive work and other business spaces.
- Identifies opportunities for cost savings and improvements and efficiency in assigned areas; recommends and implements policy or process changes as needed.
- Performs other related duties as assigned.

Education and Experience

- **Required:** Bachelor's degree recommended.
Three to five years of related experience preferred.

Required Knowledge and Competencies

- Strong organization skills
- A high ability for critical thinking and creative problem solving.
- Willingness to work independently and take ownership for long and short-term projects.
- Ability to effectively manage multiple tasks in a fast-paced work environment.

- Commitment to protecting sensitive client information and maintaining client confidentiality.
- Strong communications skills, with the ability to actively listen and respond respectfully, and to interact and communicate over the telephone.
- Demonstrated ability to consistently provide excellent customer service.
- Ability to work collaboratively, as a member of a team.
- Ability to exercise sound judgement and appropriately respond to stressful and/or unexpected situations.
- Technical capacity to learn and utilize various computer-based information management systems and information technology equipment.

Working Conditions and Schedule

- This position is based in an open, shared office environment with moderate noise levels.
- Regular, consistent and predictable attendance during regular Monday- Friday business hours as scheduled is required. Occasional weekend or evenings may be required.

Physical and Other Requirements

- Must meet all background check requirements as mandated by funding source(s) and Agency policies.
- Must maintain client confidentiality at all times.
- Visual acuity to read text in various formats, including a video display terminal.
- Manual dexterity to operate keyboard and telephone.
- Constantly required to speak and hear in order to effectively communicate over the telephone.
- Frequently required to remain in seated, stationary position for extended periods.
- Frequently required to operate a computer, keyboard, mouse, and other devices.
- Occasionally required to participate in training sessions, presentations, and meetings.

This position is funded in whole or in part by grant funding and may be contingent upon continued receipt of such funding.

This job description does not constitute a contract of employment. Employment of all staff is "at-will" and may be amended or terminated with or without cause.