

# **POSITION DESCRIPTION**

TITLE:	Executive Assistant	
DEPARTMENT:	Executive	
<b>REPORTS TO:</b>	Chief Executive Officer	
STATUS:	Part-time – 30 hours/week	
WAGE:	\$14 - \$17 per hour - Based on Experience	

## **PRIMARY FUNCTION:**

The Executive Assistant provides advanced and varied clerical and administrative support to the Chief Executive Officer; prepares correspondence and reports, manages schedules and calendars; answers telephones; and maintains electronic and hard copy files.

### **KEY ROLES (Essential Job Responsibilities):**

- 1. Perform advanced secretarial duties, preparing correspondence and reports as requested by Club executives and composes draft letters following established formats. Proofread all materials for accuracy prior to supervisory review and signature.
- 2. Manage supervisor's calendar, scheduling meetings and making logistical and travel arrangements necessary for internal and external meetings. Coordinate logistics and materials for Board meetings. Prepare meeting agendas and minutes, as requested.
- 3. Maintain master schedule of Club activities and events, collecting and disseminating information to Club staff, volunteers, members and families as instructed.
- 4. Compile and analyze information and prepare draft reports to support Club management.
- 5. Answer telephones, providing general information and referring callers to other staff or taking messages as necessary.
- 6. Maintain electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
- 7. Monitor office supply inventory and order supplies as necessary.
- 8. May be responsible for managing inventory of office equipment and service contracts and contacting service representatives as needed.

## **Executive Assistant**

- 9. May monitor and report on youth attendance and transmit attendance data and other reports as requested.
- 10. Perform other related secretarial or administrative duties as requested.

## Resource Development & Management

- 11. Lead donor stewardship activities that will further engage existing relationships or cultivate new relationships.
- 12. Complete data entry and reports for Donor Perfect, donor management software.
- 13. Contribute to acquiring financial support:
  - support grant proposals for foundation support;
  - work with Club management to solicit corporations and civic groups for donations and other support; and
  - assist with special events as needed
- 14. Manage administrative and operational systems to:
  - track office expenses
  - recognize contributions with acknowledgment letters and special recognition events; and
  - prepare invoices for past due pledges
- 15. Ensure a productive working environment, providing staff support to Club management on fundraising issues. Attend various committee meetings, assist with mailings, write follow-up letters, thank you notes and track and manage donor data.
- 16. Perform other related duties and responsibilities as required or as assigned.

### Risk Management and Maintenance

- 17. Ensure adherence to appropriate standards and procedures.
- 18. Maintain financial records according to standards and controls.
- 19. Ensure a clean, healthy, safe, positive environment is created and maintained, producing a sense of physical and emotional safety.
- 20. Ensure that an attractive, welcoming, fun environment is created and maintained.
- 21. Ensure that facilities, equipment and supplies are maintained.

### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer) and supervisor to receive/provide information, discuss issues, explain guidelines/instructions, instruct, and advise/counsel.

**External:** Maintain contact with Board volunteers, community contacts, Club members, families and the general public to give and obtain information, either in response to inquiries or as instructed by supervisor.

### SKILLS/KNOWLEDGE REQUIRED:

- College degree preferred
- Experienced admin/executive assistant of resource development experience preferred
- Highly skilled with Microsoft office programs
- Typing/keyboarding skills of at least 50 wpm
- Excellent written and verbal communication skills
- Exceptional organization and attention to detail
- Highly effective in customer service
- Able to maintain strict confidentiality

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day to day services. may require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physically agility to push, pull, lift and or carry up to 50 pounds.

- High energy level, comfortable performing multi-faceted projects.
- Good vision and hearing necessary to complete tasks.
- Must have a valid driver's license and record of safe driving.
- Must be able to stand or sit for extended periods.
- Must be able to climb stairs.
- Must be able to lift a minimum of 50 lbs.
- Must be able to function in a fast paced and noisy environment.
- Must be able to think clearly and concisely.

#### DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:		
	Incumbent	Date
Approved by:		
	Supervisor	Date
Reviewed by:		
	Chief Executive Officer	Date