



EXECUTIVE ASSISTANT

DATE:	August 2022	FLSA:	EXEMPT
REPORTS TO:	EXECUTIVE DIRECTOR	STATUS:	PART TIME
DEPARTMENT:	ADMINISTRATION	SALARY RANGE:	\$23 - \$25 Per Hour

JOB SUMMARY

Provides critical administrative support to the Executive Director (ED) and other senior leadership staff as needed. Supports the ED in managing the Board of Directors, including logistical and administrative support for Board and Committee meetings. Supports tasks related to donor and funder relationships. Keeps the front office organized and running smoothly. Manages existing corporate documents. Sorts mail, organizes files, prepares documents/business forms, schedules appointments, manages meeting room schedules, and receives guests at the office. Tracks compliance with cybersecurity policies, monitors IT training dashboard and may provide basic IT assistance to staff.

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

1. Manages the office of the Executive Director (ED) by scheduling meetings and presentations, arranging travel and coordinating meeting logistics. Works collaboratively with other staff, committee chairs and board members in gathering information needed for external/internal meetings and reports.
2. Provides executive support to the ED in managing high level relationships with members of the Board of Directors, individual donors, organizational funders and early childhood partner relationships. Maintains Community Partner and Board Member databases and ensures data is accurate and up-to-date.
3. Schedules Board and Committee meetings and assists in preparing agendas, minutes and supporting materials. May serve as recording secretary for meetings. Transcribes minutes from recordings.
4. Works with senior staff to schedule meetings and coordinate logistics; may arrange travel and other accommodations.
5. Provides administrative and logistical support to community locality planning groups, family councils, and the regional coalition.
6. Creates reports, presentations, spreadsheets and graphs with light graphic design and website updates.
7. Supports functions of the front office, client reception and maintains office common areas. Handles incoming calls and other communications; greets and directs visitors; schedules use of conference room; maintains office calendar.
8. Manages systems used for filing, file retention, furnishings/equipment inventory and customer relations database.
9. Assures plan for office to be open 9 a.m. to 5 p.m. daily.
10. Receives and distributes incoming mail and purchases; arranges any needed mail services.
11. Orders office and housekeeping supplies from approved vendors and assists with program orders as requested. Schedules office cleaning and maintains supply inventory.
12. Maintains office equipment and coordinates servicing.
13. Works closely with Finance and Operations Administrator to support:
 - Facilities management needs - serve as a liaison between SBVP and property manager and external IT services; receiving, investigating and responding to building-environment questions and concerns; monitoring lease agreement requirements for compliance

- Centralized invoicing system and the data entry process, maintaining an accurate record of transactions
- Reviews and informs the Operations Administrator about updates procedures needed for the Business Operations Manual to align with agency practice.
- Participated in Human Resources processes – new employee set-up, paperwork, as well as separation maintenance. May also communicate with the payroll company.

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

DIRECT REPORTS: This position may assist with front office volunteers or interns from time to time.

TRAVEL: Possible occasional local or regional travel for meetings if held in-person.

QUALIFICATION AND COMPETENCIES

- Higher Education degree preferred AND a minimum of one-year related experience, preferable supporting an executive-level position and/or management in a non-profit human services or education organization.
- Fully proficient in Microsoft Office applications (Outlook, Word, Excel, Power Point, Teams). Experience with Constant Contact or other mass-communication software, Wix, or other web-based platforms, as well as Zoom or other video conferencing software.

COMPETENCIES:

- Strong communication skills
- Ability to write clearly (business correspondence, reports and presentations)
- Strong organizational skills – to categorize and maintain computer/paper files
- Exceptional interpersonal skills and experience in engaging with stakeholders at all levels
- Aptitude for learning new technology platforms
- Exceptional administrative and organizational skills, an ability to shift priorities and manage time effectively, managing multiple tasks with changing deadlines and using good judgment
- Ability to preserve confidentiality of information and exercise discretion
- Ability to work well under limited supervision while keeping the ED and Operations Administrator apprised of unusual situations
- Working knowledge of community service in the area/region is helpful
- Valid Driver's License and car insurance

ESTIMATED ON-THE-JOB TRAINING TIME: Up to 3 months. A work plan will be co-developed for each stage of success. A professional development plan will be developed for the 3 to 6 months, and then annually with regular check ins with Supervisor.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment and requires lifting of boxes, furniture, etc. up to 25 lbs.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to be successful in performing daily responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the daily responsibilities.

EEO STATEMENT: SBVP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.