

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Executive Assistant
DEPARTMENT: Catholic Social Services Center
SUPERVISED BY: Executive Director (ED)
STATUS: Full-time / hourly / non-exempt
UPDATED: 3/2019

Job Summary: This position is responsible for administering the activities and functions necessary for the efficient operation of the agency's Executive Director.

QUALIFICATIONS:

Competencies: Experience working with high-level executives; will be proactive in anticipating the needs of the Executive Director; and will bring a high degree of professionalism, flexibility and responsiveness to the position. Must have the ability to efficiently handle multiple, simultaneous, and complex tasks and projects in a fast-paced environment. Understand and connect with the mission of Catholic Social Services.

Education/Experience: High School diploma or GED. 1-year experience in administrative support.

Skills: Ability to communicate clearly both verbally and in writing. Must have excellent computer skills (Window: calendaring in MS Outlook, correspondence working with MS Word, spreadsheet work in MS Excel, presentations in PowerPoint); experience with the internet and databases.

Administrative & Support:

1. Support Executive Director:
 - Manage the ED's schedule, travel and logistics;
 - Coordinate the flow of communication between internal and external stakeholders and the ED;
 - Provides time management support for the ED and proactively manages the calendar including;
 - Screening requests
 - Assisting with the setting of priorities
 - Assuring necessary materials are available to the ED to meet assignments and responsibilities
 - Tracks tasks assigned to the ED to ensure timely completion.
 - Tracks and generates all correspondence on behalf of the ED.
 - Proofread and edit correspondence and articles written by ED
2. Board Liaison
 - Serves as a liaison with the Board of Directors, providing a single point of contact for general communications, scheduling, travel, reimbursement

- Oversees logistics and support for meeting and activities involving the ED and Board of Directors, which includes, but is not limited to ensuring the adequate technology, refreshments, table – tents, and nametags are available.
3. Performs general clerical duties for ED, but not limited to:
 - Answering phones
 - Filing
 - Mailings
 - Record retention
 - Drafting routine correspondence
 - Reconciling expenses and invoices
 - Basic billing procedures
 - Taking minutes and reporting out
 - Serve as administrative contact for some services, including bank, IT, etc.
 - Basic data entry and reporting
 4. Acts as a member of the Operations Team, and coordinates with administrative staff to ensure adequate back up and coverage for the ED's office.
 5. Provides support to Executive Leadership Team as assigned and needed
 6. Assists Development team with event logistics setup
 7. Provide orientation tour to new hires every month
 8. Project management of assigned projects including:
 - Collect, store and update various forms of data
 - Wellness initiatives and committee
 - Campaign Coordinator for United Way Campaign

Communication & Relationships:

1. Serves as the primary contact for internal and external constituents on all matters pertaining to the ED.
2. Manages compilation, production and delivery of all Agency Board and committee meeting materials and minutes as part of a team.
3. Provides assistance and represents the ED as appropriate in communicating with internal and external constituents.
4. Independently researches, prioritizes, and follows up on multiple incoming issues and concerns addressed to the ED, including those of a sensitive and/or confidential nature; determines appropriate course of action, referral, and/or response.
5. Maintains confidentiality of spoken and written information at all times.

6. Manages a variety of special projects for the ED including, but not limited to special events, tours, and compiling reports.
7. Serves on short and long-term work groups as needed and supports other committees as directed.
8. Perform other duties as assigned

Physical Requirements: Ability to lift 20 pounds.

Training Requirements: Attend Agency and department orientation. Attend all staff meeting and training as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____