

# Executive Administrative Assistant

## Classification

Nonexempt

## Position Type and Expected Hours of Work

Full-time position

## Reports to

Executive Director

## JOB DESCRIPTION

### Summary

Under the direct supervision of the Executive Director this position provides administrative and secretarial support to the Executive Director and SETHRA Leadership Team. The position supports the Executive Director and Leadership Team in the coordination and correspondence of highly confidential and sensitive information. The position serves as a resource person for the Executive Director and Leadership Team, guests and visitors. Interacts with diverse groups of external and internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize a diverse workload. In addition to typing, filing and scheduling, the position performs duties such as coordination of meetings and conferences, and working on special projects.

**Note: This position requires a criminal background check. Therefore, applicants may be required to provide information about their criminal history in order to be considered for this position.**

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provides agenda and meeting materials, records, transcribes distributes and maintains official minutes of the Board of Directors meetings.
2. Maintains agency newsletter, works proficiently with Publisher.
3. Schedules and organizes complex activities, including meetings, in person and through electronic access, organizes travel, conferences and department activities for all members of the department.
4. Performs desktop publishing. Creates and develops visual presentations for the Executive Director and Leadership Team.
5. Establishes, develops, maintains and updates filing system

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6. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.
7. Acts as a liaison with other departments and outside agencies.
8. Handles confidential and non-routine information and explains policies when necessary.
9. Maintains confidentiality in all levels of communication.
10. Works independently and within a team on special nonrecurring and ongoing projects.
11. Acts as project manager for special projects, at the request of the Executive Director, which may include planning and coordinating multiple presentations, disseminating information, coordinating direct mailings and creating brochures.
12. Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
13. Answers telephones providing general information to the public, receives and relays information to co-workers as needed.

### **Work Requirements**

Ability to execute critical knowledge, skills and abilities to perform required Essential

Job Functions:

- Experience in data entry and working with the public or any equivalent combination of education and experience to provide the following critical knowledge, abilities and skills.
- Proficient in Microsoft Office, Word, Excel and Publisher.
- Excellent organizational skills and attention to detail.
- Ability to determine best method when completing tasks with minimal or no supervision.
- Ability to be flexible with daily work schedule in terms of prioritizing tasks and work interruptions.
- Knowledge of basic accounting principles including reconciliation of accounts.
- Knowledge of standard office equipment such as computers, phones, photocopiers, fax machines and scanners.
- Some knowledge of program policies, procedures and eligibility guidelines.
- Ability to understand and implement oral and written instructions.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to perform basic mathematical computations including addition, subtraction multiplication and division.

### **Additional Work Requirements**

- Pre-employment background check.
- Valid driver's license required.
- Graduation from an accredited high school or equivalent GED.
- Additional course work in office management, accounting or data entry.

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- Experience in data entry and working with the public or any equivalent combination of education and experience.

### **Required Education and Experience**

1. High school diploma.
2. One year of administrative experience.

### **Preferred Education**

1. Associates or bachelor's degree.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

### **Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday.

### **Travel**

Some local and overnight travel may be expected for this position.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of 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.

### **EEO Statement**

SETHRA provides equal employment opportunity to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, veteran status or any other legally-protected category. This equal-opportunity policy applies to all aspects of application for employment and the employment relationship.

### **Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

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HR\_\_\_\_\_

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

Employee\_\_\_\_\_

Date\_\_\_\_\_

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