



<b>Job Profile:</b> Executive Assistant	
<b>Department/Program:</b> Admin <b>Reports to:</b> Executive Director <b>Job Details:</b> Non-exempt, Hourly, Semi-monthly, Permanent <b>ACA Full-time Status:</b> Full-time <b>Benefits Eligibility:</b> 401(K), Medical, Vision, Dental <b>Accruals:</b> Employee <b>Compensation Range:</b> \$20-24 per hour	<b>EEO-1 Component 1 Job Category:</b> <b>First/Mid-Offs &amp; Mgrs</b> <b>Six-Level SOC Job Code: 11-3121</b> <b>FourDigit Census Code: 0136</b> <b>Workers Comp Code:</b> <b>Full Time Equivalent (FTE): 1</b> <b>Scheduled Hours: 86.667</b>
<b>Job Summary</b>	
<p>The Executive Assistant provides high-level administrative support to the executive director, ensuring smooth daily operations and facilitating efficient communication within and outside the organization. This role requires exceptional organizational, communication, and problem-solving skills and the ability to maintain discretion and confidentiality in handling sensitive information.</p>	
<b>Knowledge, Skills, and Experience:</b>	
<p>Excellent verbal and written communication skills.          Excellent organizational skills and attention to detail.          Excellent time management skills with a proven ability to meet deadlines.          Ability to function well in a high-paced and at times stressful environment.          Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.          Able to type a minimum of 50 words per minute.          Extremely proficient with Microsoft Office Suite or similar software and able to learn new or updated software.          A high school diploma is required; a bachelor's degree in business administration or a related field is preferred.          At least four years of related experience is required.</p>	

**Performance Area: Administrative Support**

- Manage calendars, scheduling meetings, appointments, and travel arrangements to the Executive Director and/or other assigned leadership staff.
- Coordinate and organize meetings, including preparation of agendas, meeting materials, and note-taking.
- Schedules and attends meetings on behalf of the executive director, taking notes and recording minutes as needed.
- Screen and direct phone calls, emails, and other correspondence.
- Prepare and review documents, reports, and presentations.
- Handle confidential information with integrity and discretion.
- Performs clerical and administrative tasks, including drafting letters, memos, reports, and other documents for the Executive Director.
- Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.

**Performance Area: Communication & Liaison**

- Serve as a primary point of contact between the executive director and internal/external stakeholders.
- Communicate effectively with clients, employees, and external partners on behalf of the executive director.
- Draft and proofread emails, letters, and reports for the executive director.

**Performance Area: Event Planning**

- Organize company events, conferences, or meetings, including logistics, venue booking, and guest coordination.
- Assists in planning and coordinating internal and external events, handling logistics, vendor relationships, and guest management to ensure seamless execution. Provide on-site support and follow up post-event as needed to evaluate outcomes and implement improvements.

**Performance Area: Travel & Logistics Management**

- Arrange complex travel itineraries, including flights, accommodations, and transportation.
- Ensure the executive director has all necessary materials and information for business trips.

**Performance Area: Project Management**

- Assist in coordinating and managing special projects, ensuring timelines and deadlines are met.
- Tracks projects and deadlines assigned by the Executive Director and ensures tasks are completed in a timely manner.

**Performance Area: Financial & Budget Assistance**

- Assist with managing budgets for travel, events, and other executive-related expenses.
- Monitor and reconcile invoices and reimbursements, receipts for executive director.

**Performance Area: General Office Support**

- Maintain filing systems, both electronic and physical, for ease of access.
- Order office supplies and maintain office equipment specific to the executive director.
- Performs office tasks, including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs other related duties as assigned.

**Job Conditions, Accommodations, and Acknowledgements****Work Environment & Conditions:**

- Physical Space: when performing administrative tasks, they will work in a shared, open office space with a designated workspace and issued work computer for in-office administrative tasks. when performing physical tasks, they will be exposed to outdoor temperatures & elements, outdoor noises in an urban environment
- Company Culture: a collaborative, multilingual staff supporting different organizational functional needs.
- Team Dynamics: This person works independently on day-to-day tasks and collaborates with other staff, volunteers, contractors, or interns to support evolving community outreach and support needs.
- Travel - some travel may be required to deliver recycling, pick up equipment, attend training, etc.

**Physical Requirements**

- Must be able to lift to 15 pounds at times.
- Must hear staff on the phone and those served in person and speak clearly to communicate information to clients and staff.

- Must be able to read memos, computer screens, personnel forms, and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn.
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