



Job Description

Job Title:	Executive Administrative Assistant
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non- Exempt
Department:	Administration
Compensation:	\$52,000 - \$58,000 Annually
Reports to:	Executive Director

Summary

The Executive Assistant provides high level support to the Executive Director including managing projects and providing support for board of directors and meetings. The Executive Assistant assists the Executive Director and senior staff with various administrative functions to help ensure workload is efficient including, but not limited to internal and external scheduling and calendaring, events, communications, expense reports, and travel arrangements. In partnership with fund development, take the lead on business sponsorships, fundraising for events and major donor coordination. Have a solid understanding of employee relations, including human resources.

Essential Duties and Responsibilities

- Work with Executive Director to manage calendar and email, prepare for meetings and speaking engagements, provide timely response to internal and external requests, assist with general filing, and organize special projects
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Reconcile monthly credit card statements, and prepare monthly expense reimbursements for executive director
- Answer phones in office, and direct calls to the appropriate person, check voicemail and mail
- On a regular basis order supplies for: office/kitchen, copy machine and postage meter
- Coordinate internal and external meetings, including working with staff on developing agendas, ordering food, and organizing clean-up
- Maintains corporate and employee files
- Monitors Corporate Documents, keeping the Executive Director informed of all compliance requirement
- Maintain Annual Statement of Information
- Responsible for Community Room scheduling and associated task
- Maintain the Administrative and Corporate Files in Share Point
- Maintain Board/Committee Master Calendar
- Preparing/Coordinate and distribute agendas for board/committee meetings
- Preparing accurate minutes, for all board/committee meeting.
- Coordinate new board members orientation
- Coordinate board meeting logistics, including securing venues, and catering, and assembling meeting packets
- Coordinate travel arrangements for board members
- Enter all revenue sources into cash journal: donations, grants fees, and In-kind donations



- Post open positions, review applicants, pre-screen applicants, and schedule interviews
- Create, distribute, and retain employment material including offer letters, new hire information, termination documentation
- Work closely with outside consultants including HR Management Consultant, Employee Benefits Broker and other Insurance Brokers or carriers

Other Responsibilities

- Attends and participates in assigned organizational meetings and activities, including special events
- Uphold a strict level of confidentiality
- Facility maintenance
- Other duties as assigned

Supervisory Responsibilities

None

Knowledge, Skills and Experience

- At least four years of experience as an Executive Assistant, Office Manager or similar
- Bilingual (Spanish & English) required
- Excellent organizational, time-management, and planning skills
- Exceptional interpersonal skills
- Strong verbal and written communication skills
- Proficiency in Microsoft Office (Outlook, Excel, Word, and PowerPoint)
- Strong interpersonal skills to work effectively and professionally with the public, diverse staff and stakeholders
- Naturally friendly, punctual, professional self- starter who enjoys being part of a team that thrives on helping others to support healthcare delivery
- A proactive approach to problem solving with strong decision-making abilities

Physical Demands and Use of Machines, Tools and Equipment

- Seldom (1–5%): reach above shoulders, use fax
- Occasionally (6-33%): bend, twist, push, pull, climb, squat, crawl, kneel; use copier and filing cabinet drawers & locks
- Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; use telephone
- Continuously (67-100%): use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 5 lbs); use writing instruments, computer

Work Environment

- Approximately 90% of the time performing job duties is spent indoors, within a standard office or clinic environment



- Approximately 60%-75% of the time is spent on the computer
- Approximately 40%-60% of the time is spent interacting with colleagues and members of the community
- Noise level in the work environment is usually moderate
- The temperature of the work environment is moderate, and ranges from 65 – 80 degrees

Travel Requirements

This job requires occasional local travel (15%-25%)

Acknowledgement

This job description is designed to outline the essential job functions and qualifications of this position. It is in no way a contract of employment between the Community Health Trust and the employee. The information contained in this document may or may not be used in performance reviews, salary reviews, or promotion considerations. Job duties, responsibilities, and/or qualifications of this job may change throughout the course of employment as directed by the management of the Community Health Trust.

Employee Signature _____
Date

Employee Name - print

Manager Signature _____
Date

Manager Name - print