

Executive Assistant

QUALIFICATIONS:

Associate's Degree in Secretarial or Business related field, with two years experience in a clerical position. Must have excellent organizational skills, analytical skills, written and verbal communication, computer proficiency, social media skills, problem solving skills, and the ability to coordinate a wide variety of projects. Good understanding of organizational systems, efficiencies and operations. Strong interpersonal skills and the ability to work with people of diverse backgrounds are essential. Bi-lingual skills and experience working with refugee populations a plus.

POSITION PURPOSE: Serves as the Administrative Assistant to the Executive Director and the Board of Directors handling all administrative duties to include scheduling, screening, correspondence, report preparation, meeting organization and media liaison.

Primary Functions

Assists the Executive Director in managing administrative duties by reading, researching and routing correspondence, drafting correspondence and follow through with final copy.

Screens calls and visitors for the Executive Director and provides appropriate follow up.

Maintains Executive Director's schedule and coordination of meetings.

Responsible for maintaining Executive Director's files, confidential agency information, documents, contracts as directed.

Cover reception desk as needed.

Project manager for administrative functions related to planning, special projects, staff meetings, and agency events and keeps the Executive Director informed on daily progress.

Serves as Board liaison by handling meeting agendas, board packets, and compilation of information, board minutes and coordination of Board and committee meetings and reports.

Assists with the preparation of the agency's annual planning and budget process.

Serves as media liaison and assists with public relations duties.

Provides status report on projects to assure assignments, daily duties and special projects are completed.

Schedules management and staff meetings.

Responsible for effective flow of information to staff and keeps Executive staff informed of issues, new initiatives and projects.

Maintains the integrity of confidential information and records of the agency.

Maintains a professional, helpful presence with sensitivity to cultural diversity.

Other Functions

Provides information to other departments of The Center to assure the refugee receives a full range of services provided by the agency.

Participates in agency long range planning to assure future growth and development of The Center.

Any other duties required by the agency, contracts or the management of the agency.