



HEADING HOME

Job Title: Executive Team Assistant
Program: Heading Home
Reports To: Chief Executive Officer
Salary: \$16.00 - \$19.00/hr

Exempt Non-Exempt

Summary:

The Executive Assistant is responsible for daily assistance to the Executive Team Officers, including filing, email, calendar and daily office management; and serves as liaison to the Board of Directors for governance facilitation through committee and board meetings and actions.

Executive Assistant Responsibilities:

- Assistance to Chief Executive Officer
 - Manage daily calendar appointments and schedule
 - Facilitate correspondence
 - Maintain filing
 - Telephone representation
 - Attend meetings, as required, to record content with which to assist the CEO in managing ongoing required actions
- Liaison to the Board of Directors
 - Compile and send out BOD meeting packets
 - Facilitate hosting meetings
 - Attend and record minutes of the Board of Directors' (BOD) and its committee's meetings
 - Send out minutes for review and approval in a timely manner
 - Keep folders of BOD minutes, BOD actions and BOD meeting packets
 - Maintain ongoing current list of BOD member information, including demographics (board matrix), contact information, biographies, relevant release forms, class year and terms served and current position on the board
 - Craft resolution language for actions to be taken by the BOD
 - Track progress of committee and BOD actions, and keep CEO advised of such
 - Assist in board development
- Remote deposit and recording of accounts receivables
- Database maintenance, including but not limited to, logging gifts, logging correspondence between donors and staff, updating donor information

Other Duties & Responsibilities:

- Assist Human Resources with confidential filing of employee documentation
- Others duties as assigned

Qualifications:

Must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High degree of professionalism. Knowledge of general office management practices. Excellent computer, telephone and interpersonal skills. Preferred understanding and experience with nonprofit organizations.

Skills:

- Ability to multi-task and manage quickly changing priorities
- Strong mastery of Microsoft Word, Excel and Outlook
- Ability to communicate effectively and accurately, both orally and in writing
- Ability to meet deadlines

The responsibility of all Heading Home employees includes the following:

- Always represent and promote Heading Home in a positive and professional manner
- Maintain good attendance and punctuality in keeping with Heading Home policies
- Attend all staff and organizational meetings, as required
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook

Other Requirements:

- Impeccable confidentiality
- Must be willing to participate in workshops and training sessions

This job is at-will employment. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature _____
Executive Assistant

Date: _____

Signature _____
Chief Executive Officer

Date: _____