

Job Description

Enrichment Services Program, Inc.

Job Title: Executive Administrative Assistant

Department: General and Administrative

Classification: Non-Exempt

Job Reports To: Chief Financial Officer (CEO)

Job Summary: Incumbent provides administrative support to the CEO and the Board of Directors.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Provide a full range of administrative support to the CEO. Performs administrative tasks such as: preparing correspondence maintaining records, responding to questions and requests that come into the Executive Office, preparing meeting minutes, preparing and distributing meeting packets, maintaining organizational calendars and scheduling meetings.
- Manage the organization's Open Meeting procedures.
- Make all travel arrangements and reservations for the CEO and the Board of Directors. Provide logistics for all out of area travel for conferences and meetings.
- Assist CEO with the coordination and management of Board of Directors.
- Maintain governance documents, e.g. Board Roster, signed Conflict of Interest forms.
- Plan, coordinate and manage various organizational events, e.g. Organizational Planning Meeting.
- Create requisitions and ensure appropriate approvals.
- Prepare the budget information for the Executive Office.
- Create and maintain administrative procedures for the Executive Office.
- Provide governance documents to the Auditor.
- Provide support to department staff, e.g. access to organizational documents
- Provide daily oversight for the Work Study Student.
- Perform other duties as assigned by the CEO.

MINIMUM REQUIREMENTS:

- Minimum of a High School Diploma or General Education Degree (G.E.D.)
- Associates degree (A.A.) or equivalent of a two year college or technical school preferred.
- Three years of experience performing work directly related to these duties.
- Equivalent combination of education and experience considered.

ESSENTIAL FUNCTIONS:

- Ability to type 55 words per minute.
- Detail oriented with strong written, verbal and interpersonal skills.
- Knowledge of and ability to apply general office organization and administration skills.
- Ability to utilize computer software such as Microsoft Office Word, Excel, and PowerPoint

ESSENTIAL PHYSICAL FUNCTIONS:

Incumbent is regularly required to walk, sit, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EQUIPMENT USED:

Office equipment such as P.C., projector, telephone system, calculators, fax machines and copy machines.

Approved by _____ Date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.