

POSITION SPECIFICATION

POSITION: Executive Assistant
POSITION SUMMARY: Non-exempt, Monday - Friday, 35 hrs/wk
SALARY RANGE: \$17.00 – \$19.00 per hour

QUALIFICATIONS:

Associate's degree OR high school diploma and two years related work experience.

POSITION SUMMARY:

Under the supervision of the Executive Director, the Executive Assistant completes tasks to ensure the smooth operation of the administrative offices and the Board of Directors. The Executive Assistant also works independently on projects as assigned. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

CRITICAL ELEMENTS:

1. Decision-making: The executive assistant needs to make independent decisions to handle specific tasks and projects.
2. Communication and collaboration: The executive assistant must collaborate with supervisors, agency employees, and participants on a regular basis. This position requires the ability to communicate effectively and accurately both in writing and orally.
3. Organizational skills: The executive assistant is responsible for the daily activities of the administrative office including phones, mail, and directing participants. This position must also balance the coordination of the Board of Directors and assigned projects.
4. Confidentiality: The executive assistant must maintain confidentiality.

DUTIES:

1. Responsible for relieving the CDP Executive Director of routine office details by making appointments when requested; screening telephone calls; directing individuals to the appropriate person or department.
2. Hire, train, and supervise Receptionist.
3. Responsible for Receptionist's duties. Work in conjunction with program managers' secretaries to ensure adequate coverage is provided for phone calls and CDP reception area.
4. Compile Board packets, and distribute to the Board of Directors prior to scheduling monthly meetings.
5. Act as the Board's recording secretary. Prepare board meeting minutes and mail or email to the Board of Directors prior to scheduled monthly meetings.
6. Act as a liaison between the board, program directors, and CDP Executive Director.
7. Maintain the Board portion of the CDP website.

8. Assist with preparing documents for refunding proposals, contracts/agreements, typing general and technical material.
9. Draft memos and prepare communications on the Executive Director's behalf when instructed.
10. Responsible for recording minutes of Program Directors' meetings.
11. Maintain schedule for use of conference rooms.
12. Responsible for CDP's petty cash fund.
13. Responsible for communicating with janitorial services and ordering janitorial supplies for CDP office building.
14. Lead the compiling of information and preparing of the Community Needs Assessment.
15. Responsible for ordering and distributing items for grants when necessary.
16. Plan, prepare, and organize special events to include, but are not limited to, agency holiday parties and the annual dinner.
17. Meet at least monthly with the Executive Director to determine projects, deadlines, and events for the following month.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business duties as assigned by the CDP Executive Director.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Signature

Date

Print Name

Revised: February 23, 2023

Board of Directors Approval: March 15, 2023