



CLASS TITLE: Executive Assistant
POSITION STATUS: FULL TIME
FLSA STATUS: Exempt
EFFECTIVE DATE: JANUARY 08
REVISED:

GENERAL NATURE & SCOPE OF WORK

Under the general supervision of the President/CEO and Director of Operations of LINC Housing Inc., the Executive Assistant will provide administrative support and manage projects, along with functioning as the primary contact to LINC's Board of Directors. Will support timely executive department work flow regarding information, documents and data. Maintains appropriate confidentiality and discretion in the disclosure of information to the Board of Directors and various internal employees. Will compose correspondence, screen and direct calls, make travel arrangements and prepare expense reports. Will schedule internal/external meetings for the President/CEO and Director of Operations, and assist in prioritization.

ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS

- Manage calendar of the President/CEO
- Ensure meetings and appointments stay on time
- Provide maps and details for getting to all appointments
- Draft correspondence and other communications for President/CEO
- Sort mail and reading material for President/CEO
- Prioritize signing of documents and checks
- Be the Gatekeeper for President/CEO
- Organize files (email and paper)
- Keep President/CEO supplied with communication material (Annual Reports, Newsletters etc.)
- Keep/obtain receipts- complete reimbursement forms
- Make arrangements for coffee/water/snacks for important guests/meetings
- Keep binders updated for Board/Committee memberships
- Handle initial inquiries regarding speaking engagements
- Handle initial inquiries directed at President/CEO, of a general nature from Board Members, employees, outside people such as potential partners, complaints etc.
- Provide benefits information and administration for LINC staff benefit programs

- Act as the point person for benefit form fulfillment & compliance
- Maintain confidential employee personnel files
- Provide new employee orientation
- Procure and inventory of general corporate supplies such as water, sodas and paper goods.
- Collect items for internal Management Meeting agendas, coordinate resolutions as needed for on-going business with department heads.
- Provide liaison to the Board of Directors
- Formulate agendas for approval and coordinate distribution of all meeting materials, timely and proper preparation and delivery of agenda and presentation materials for Board meetings.
- Take minutes at Board and Board Committee Meetings. Prepare minutes for appropriate members; maintain permanent record of official minutes and other proceedings of the Board.
- Maintain historical records of Board appointments, terms of office and motions.
- Update and issue contact list for Board and Board Committees.

Knowledge, Skills & Abilities

- Excellent writing and grammar skills along with strong verbal skills
- Strong demonstrated diplomatic acumen
- Minimum of five years experience in an administrative role, preferably Executive Assistant level
- Good analytical skills for problem solving
- Demonstrated ability to work in a team environment
- Possess great attention to detail and follow through
- Superior organizational skills
- Demonstrated ability to prioritize tasks and information quickly and efficiently, as well as being able to multi-task
- Exhibits excellent dependability and ability to maintain confidentiality
- Accounting, budgeting, supplies, equipment, inventory control and cost control procedures
- Program planning and implementation
- Very strong computer skills, such as Microsoft, Word, Excel and PowerPoint

Education & Experience

- BS/BA Degree or equivalent education and experience

- Five+ years ideally working at the executive level administrative support role
- Ideal candidate will have experience working in Non-Profits and Board-related organization

Physical Demands/Working Conditions

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands
- While performing the duties of the job, the employee is frequently required to sit and use the keyboard
- Travel by various modes of private and commercial transportation within the region may be required
- Lift up to 10 pounds

The statements contained in this class specification reflect general details as necessary to describe the principle functions of this class, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.