

CATHOLIC CHARITIES OF SOUTHEAST TEXAS
Job Description

Position: Executive Assistant

Salary Range: N-5

Job Classification: Hourly-Non-Exempt / Full Time

General Description: Performs a wide range of office tasks in support of the President/CEO and other members of Administration.

Organizational Relationships:

Reports to: President/CEO,

This person will work directly with the President/CEO and may support the work of other members of Administration. This person will also liaise with internal staff at all levels of the organization as appropriate.

Essential Duties and Responsibilities:

- Coordinate executive communications by reading, researching, and routing telephone calls, email, and other correspondence.
- Assist with collecting and analyzing information for preparation of reports, policies and procedures, and other agency needs.
- Maintain schedule for President/CEO by planning and scheduling meetings, conferences, teleconferences.
- Maintain agency calendar; responsible for distribution/communication to all staff; reminders of agency calendar requests and notices.
- Coordinate travel arrangements and manage itineraries.
- Maintain an organized filing system of paper and electronic documents.
- Record, transcribe, and distribute meeting minutes as directed.
- Edit a variety of materials to ensure completion of objectives, accuracy, and adherence to agency standards.
- Assist with preparation of budgets, grant applications and reports.
- Provide support for special meetings and/or events: (e.g. site visits, donor events/relations, board and staff trainings/meetings/events, fund raisers).

Nonessential Duties and Responsibilities:

Performs other duties as assigned by the President/CEO and other members of Administration,

Supervisory Responsibilities:

This job has no direct supervisory responsibilities.

Minimum Education:

Clerical/Administrative Certification or Associate's Degree. Bachelor's Degree preferred.

General Qualifications:

- A minimum of two to four years working in an office environment. Proven experience as an Executive Assistant or other relevant administrative support experience.
- High proficiency with Microsoft Office with ability to learn agency specific programs and software.
- Knowledge of the agency in order to provide quality interactions with all stakeholders.
- Professional level verbal and written communication skills.
- Strong organizational and planning skills.
- Ability to relate well to the public, in person and on the telephone.
- Able to work effectively with multiple staff, balance and prioritize multiple requests.
- Attentive to details and accuracy.
- Must be flexible and able to meet deadlines in a fast-paced, quickly changing environment.
- Demonstrated sensitivity to diverse cultures.
- Ability to perform operations using units of U.S. currency, weight measurements, volume and distance.
- Must have adequate/available and reliable transportation.
- Must provide a copy of their valid Driver's license and proof of personal automobile insurance to Administration annually.

Equipment Used:

Telephone, personal computer, copier, scanner, and fax machine.

Working Conditions:

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Contacts:

Requires contact by telephone, in writing, and personal contact with clients, prospective clients, other service providers, volunteers, and government agencies.

Physical Demands:

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

While performing the duties of this job, the employee will regularly sit, use hands to handle or feel, and talk or hear. The employee will be required to periodically stand, stoop, kneel, crouch, climb stairs, and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Mental and Aptitude Requirements:

Job requires ability to hear and talk; strong writing skills; analytical, conceptual, problem – solving and decision-making skills; and handling multiple tasks within the confines of deadlines.

Work Performance Measures:

- Must report to work on time.
- Must dress professionally and appropriately.
- Must keep all work accurate and current.
- Must adhere to agency employee handbook of personnel policies.
- Must maintain high level of knowledge of the agency.
- Must adhere to the agency handbook of accounting policies and procedures.
- Must be responsible for protecting the confidentiality of information that may be of a personal or sensitive nature pertaining to employees, clients, donors, volunteers and/or the agency.

Job Description Review and Acceptance:

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Executive Assistant - Signature

_____/_____/_____
Date

President/CEO - Signature

_____/_____/_____
Date