



JOB DESCRIPTION

TITLE: EXECUTIVE ASSISTANT
REPORTS TO: EXECUTIVE DIRECTOR
CLASSIFICATION: NON-EXEMPT, FULL TIME

SUMMARY: Administrative position that supports the Executive Director, Board of Directors and The Council's senior level management team.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Pennsylvania Criminal Recovery Check, The Pennsylvania Child Abuse History Clearance and a FBI Criminal History Background Check required.
- Position is based in Bucks County with the expectation that employee will work at locations as needed, using private vehicle.
- Employee must be able to work independently; communicate and collaborate with community and organizational representatives effectively.
- A minimum of 4 years of progressively responsible administrative experience, preferably with a human service/non-profit organization.
- Position involves handling multiple tasks simultaneously – usually under tight time constraints – managing confidential data, and communicating in oral and written form with a wide variety of internal and external audiences.
- Proficiency in Microsoft Office programs; ability to write independently and communicate effectively.

ESSENTIAL DUTIES:

- Executive Assistant must exercise accuracy, alertness, tact and patience- with the ability to predict, anticipate and execute the business needs of The Council.
- Assist and support maintaining a safe and professional office environment, collaborating with co-workers to maintain necessary program and office supplies. Proper customer service, both internal and external customers, is crucial to the smooth operation of Council services.
- Conduct self in a professional manner by adhering to The Council's Employee Handbook.
- Maintain valid driver's license and safe driving record.

DAILY JOB RESPONSIBILITIES:

EXECUTIVE DIRECTOR

- Responsible for the daily schedule of The Council's Executive Director: manage and maintain outlook calendars, schedule meetings, organize all meeting materials and logistics.
- Provide consistent administrative support of a highly complex, confidential and responsible nature, which often requires interfacing with high-level internal and external contacts requiring considerable initiative, discretion and a sense of urgency.
- Create and manipulate PowerPoint and training presentations, manage expense reports, communicate between team members, and assist with administrative functions.
- Maintain Executive Director's certifications – monitor progress toward completion of requirements and submit completed recertification packet in a timely fashion.
- Other tasks as directed by Executive Director and Senior Management Team.

