

Project Now, CAA
Job Description

Job Title: Executive Administrative Assistant

Department: Administration

SUMMARY: To perform Executive Administrative duties for the Executive Director. Perform general office functions and related work required. Interact administratively with a variety of persons, including Agency staff, Board members, funders, and general public. Custodian of official agency records of confidential nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties as assigned.

- Must be able to multi-task, readily shifting between vastly varied tasks.
- Serve as point of contact for Board Members. Prepare, e-mail and mail packets for various meetings of Project NOW's Board of Directors including the meeting of the whole and committee meetings. Contact members the day prior to each meeting as a reminder. Attend the meetings as requested by the Executive Director and prepare meeting minutes. Ensure that all meetings of the whole minutes are signed, scanned, and filed.
- Serves as custodian of corporate records/documents, maintaining confidential nature of corporate activities, records and information. Files documents as needed including Human Resource documentation. Filing may be paper, electronic or both.
- Screen incoming calls and correspondence and respond independently when possible. May receive and screen office visitors, telephone calls and emails. May receive, screen, and refer citizen/customer complaints as needed.
- Collect, open and stamp incoming mail, stamp via postage meter all outgoing mail, code to proper departments and record all outgoing mail. Copy all incoming checks and stamps for deposit.
- Maintain incoming and outgoing fax activity for the agency. Serves as point of contact for phone related issues.
- Strong written communication skills required.
- Ability and knowledge in the area of technology with proficiency required in the use of office technology including Microsoft Office Software.
- Use technology and written communication to take dictation and compose and prepare confidential correspondence, and other documents. Type letters, statements, spreadsheets as well as a narrative and statistical reports. prepare and distribute records such as agendas, notices, minutes, and resolutions for Agency meetings. Prepare correspondence and reports, with some direction, for supervisor's signature. Create and maintain databases, spreadsheets, and files for the Executive Director.
- Must exercise sound judgment and discretion with respect to matters of administrative significance.
- Strong organizational skills and confidentiality skills are essential. Attend Confidential Meetings as required. Must maintain confidential nature of corporation activities, records and information.
- Attend meetings as requested by Executive Director – including board/committee, staff and community meetings.
- Arranges programs, events or conferences by arranging for facilities and caterer, issuing information or invitations, running Power Point demonstrations, coordinating speakers, and controlling event budgets.
- Assist Executive Director with marketing efforts of Project NOW including preparation and distribution of materials such as press releases, newsletters, flyers, brochures and Annual Report. Updates Project NOW website & social media.
- Must demonstrate strong interpersonal skill set with various persons including Staff, Board Members, Vendors and Community Members.
- Work on special projects as assigned by the Executive Director such as assisting Human Resources or other departments.
- Notarize necessary documents requiring Notary Public Association of Illinois Certification, and/or ability to obtain one.
- Ability to read and interpret documents, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before groups of customers and employees of organization.
- Ability to add, subtract and multiply, and divide in all units of measure, using whole numbers, common fractions and decimals, compute rate, ratio and percent and draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Must have a dependable vehicle, valid driver's license and proof of insurability.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) plus 3 years relevant experience; or AA Degree and three or more month's related experience and/or training. Must be proficient in Microsoft Office Suite. Notary Public Association of Illinois Certification desired.

PHYSICAL and WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently required to sit, talk listen, type, and write. The employee is occasionally required to stand. The employee will be required to use telephones and computers frequently. The employee must occasionally lift and/or move up to 25 pounds associated with the office environment. The noise level is quiet as it relates to the office environment.

Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.