

ADMINISTRATIVE ASSISTANT

GENERAL PURPOSE OF THE POSITION:

Provides administrative support and assistance to the President and provides office management support.

FLSA STATUS: NON-EXEMPT (F/T)

REPORTS TO: PRESIDENT

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- 30% Provides administrative support to the President to include but not limited to maintaining the President's schedule, commitments and follow-up items; creating and maintaining all administrative files; composing, preparing, and proofreading correspondence and other communications and presentations; preparing monthly expense reports; codes and prepares for signature President's invoices; tracking for President's cost center and other organizational expenses.
- 20% Provides full administrative support for the Board of Directors meetings and board committees to include taking, preparing and disseminating minutes for all board meetings and board committees; scheduling, preparing and setting up for board meetings and board committee meetings, preparing board packets and information and serves as communicator to the board on behalf of the President.
- 10% Coordinates day to day operation of the office to include but not limited to monitoring inventory levels of office supplies; ordering and/or picking up supplies, and coordinating use of community rooms.
- 10% Provides reception coverage. Oversees the Receptionists and the Reception area when staffed by Healthy Generation participants; trains, arranges schedules, signs timesheets, and ensures monthly reports are prepared.
- 5% Cooperates and works collaboratively with all departments and all levels of internal management and staff on behalf of the President.
- 5% Cooperates and works collaboratively with the board of directors as directed by the President.
- 5% Handles special projects and assignments as requested by the President.
- 5% Reviews and distributes mail. Logs in all checks received into daily check log.
- 2% Addresses initial internal and external inquiries or requests for action exercising good judgment.
- 2% Updates Emergency Procedures manual.
- 2% Creates orientation books for new employees and board members.
- 2% Updates and maintains accounts relevant to the President in ANDAR database.
- 2% Represents Rappahannock United Way in local community in order to gain greater visibility, awareness, and recognition of the organization.

QUALIFICATION/REQUIREMENT:

- Highly developed communication skills – written, electronic and oral forms
- Highly developed organization and planning skills to manage multiple tasks to meet deadlines
- Highly developed relationship building and people skills
- Ability to exercise appropriate judgement
- Ability and desire to take precise minutes for meetings
- Excellent customer service skills
- Ability to work with little supervision
- Proficient with Microsoft Office and web based applications
- Must have the equipment and ability to post on company social media sites
- Must have the use of a reliable vehicle for transportation to outside meetings
- Able to lift 20lbs

EDUCATIONAL PREREQUISITES:

Bachelor's Degree preferred or equivalent experience

PHYSICAL & MENTAL DEMANDS:

Job fluctuates between getting up and down to address office needs and sitting for several hours at a time working at a computer and keyboarding for up to 3 or more hours per day. Requires the ability to multi-task between scheduling, planning, organizing, and meeting duties. Typically lifts supplies, equipment & storage boxes of 25-50 lbs.

PROFESSIONAL EXPECTATIONS:

- Maintain confidentiality of employee records, agency organizational and financial data
- Maintain confidentiality of discussions in board committee meetings and decisions
- Maintain confidentiality of donor records
- Complies fully with corporation's Code of Ethics
- Works collaboratively as team member with staff and volunteers

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.