**Job Description**:  Executive Assistant

**Department:** Administration

**Reports To:** Executive Director

**Supervises:** N/A

**Job Summary**

This is advanced secretarial and administrative work assisting SLHDA’s Executive Director and other members of executive management.  Work involves responsibility for clerical procedures and routine office operations as well as taking and transcribing dictation. The Executive Assistant differs from other administrative positions due to the broad scope of duties, level of difficulty and responsibility and the confidential nature of various assignments.  Work is performed under the supervision of the Executive Director. Assignments are varied in nature and are carried-out in accordance with instructions and established practices and procedures. The EA may on occasion have to travel throughout Lackawanna, Pike, Susquehanna and Wayne Counties to perform essential job duties and to attend professional development opportunities, including out-of-town-travel when required. This position requires general knowledge and ability to work with individuals or groups of diverse cultures, varying abilities and linguistic preferences to perform duties as assigned.

 **Essential Job Responsibilities**

* Documents and records minutes of hearings, meetings, and conferences into writing
* Processes correspondence, forms, reports, and other documents from rough drafts and turns into meeting minutes.  Proofreads typed material
* Prepares agendas for conferences/meetings and notifies participants of such meetings
* Establishes and maintains files for Executive Management and Board of Directors
* Screens telephone calls, receives visitors, schedules appointments, answers questions and explains matters of a routine nature
* Refers requests involving sensitive matters or complex materials to the appropriate Manager
* Prepares materials for use in meetings of SLHDA’s Board of Directors, Executive and other Committees
* Serves as an SLHDA Notary and travel manager for directors
* Serves as the internal administrator for annual Coats for Kids Project
* Serves as point of contact for the Executive Director
* Serves as point person for 2020 Census
* Represents SLHDA on the Veterans Resource Coalition (VRC) and participates in VRC activities, such as Stand Down Days
* Keeps data on Veterans Resource Coalition functions for reporting purposes
* Maintains strict confidentiality of the program’s children, families and staff in accordance with established policies and procedures and applicable law
* Functions as mandated reporter reporting any allegations of alleged child abuse/neglect to appropriate Child Welfare Agency
* Respects and responds appropriately to the culture, language, values, and family structures of each family served
* Participates actively in opportunities for continuous professional development
* I9 responsibilities and staff wellness objectives
* Responsible for working with Google Docs and Microsoft Office Suite to edit and prepare reports as needed
* Facilitate internal and external communication

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed

**Required Knowledge, Skills and Abilities**

* Knowledge of standard office practices, procedures and techniques
* Knowledge of the principles and techniques of records and file systems
* Knowledge of the structure and function of SLHDA or the ability to learn it
* Ability to express ideas effectively, both orally and in writing
* Ability to type accurately and with reasonable speed, good editing skills
* Ability to perform a variety of secretarial assignments, including confidential assignments  requiring discretion and independent judgment
* Ability to establish and maintain effective working relationships with Board Members, associates, and the public
* Ability to recognize and use sensitivity in addressing individual differences
* Ability to become a Notary within 45 days of employment
* Ability to meet deadlines in a fast paced ever changing environment
* Intermediate to advanced computer skills. Strong working experience using Microsoft Office products, Google Drive, and the ability to learn on-line database systems
* Self-starter and a team player is must have attributes
* Ability to work nights as needed for Board and Special Project Meetings
* Required: a valid driver’s license and proof of insurance

**Required Education/Experience**

Bachelor’s Degree preferred or

Associates Degree with two years progressively responsible clerical experience or any equivalent combination of acceptable education and experience that has provided the knowledge, skills and abilities cited above.

Valid driver’s license and automobile insurance required.

**Hours of Operation**

Monday - Friday

8:30am - 4:00pm

Evening Hours are required one to two days a month for a few hours

**PAY**

Salary range is dependent on experience and will fall between $16-$19/hour

This position is a 35 hour work week position with generous paid benefits including retirement, health/vision/dental insurance, 15 paid holidays, one week vacation to start, and 2 days personal days with accrued monthly sick time

Interested candidates should apply on [www.slhda.org](http://www.slhda.org) by January 27, 2020