

## **JOB DESCRIPTION**

**TITLE OF POSITION:** Executive Assistant

**IMMEDIATE SUPERVISORS:** Executive Director

**FLSA Status:** Non-exempt

**GENERAL SUMMARY:** The Executive Assistant perform administrative tasks, filter and attend to the day-to-day functions of the ED. This role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate the ED's needs.

### **ESSENTIAL FUNCTIONS**

The Executive Assistant supports the Executive Director with ordering, developing documents, reports, forms, data collection analysis, memos, coordinating resources, and requests to name a few. The Executive Assistant is responsible for transmitting sensitive information accurately and for organizing projects and processes with goal of completing them within a specific timeline and budget in a timely manner as well as coordinating and maintaining the Director's calendar and schedule.

### **EDUCATION AND/OR EXPERIENCE**

- Associate in Office Administration, Office Management, and Business, or related field is required.
- A minimum of two years' prior experience working in an office environment is also preferred.
- Knowledge of state licensing rules and guidelines.

### **PRINCIPLES DUTIES AND RESPONSIBILITIES**

- Develop and maintain a system to compile, document, and order materials for Admin office.
- Develops, in conjunction with the Executive Director, reports and documents that support the daily operations of the EHS-CCP team.
- Maintaining and monitoring project plans, project schedules, etc
- Preparing necessary presentation materials for meetings.
- Providing administrative support as needed
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Create a project management calendar for fulfilling each goal and objective.
- Coordinates and facilitates the Executive Director's calendar to arrange appointments.
- Develops documents, spreadsheets, power points, and graphics in support of Admin. Team as needed.

- Monitors and maintains all forms and materials necessary for the smooth and efficient implementation of business-related operations within the program.
- Coordinates and arranges meetings, prepares agenda, reserves and prepares facilities, and records and transcribes minutes of meetings.
- Maintain appropriate record keeping systems in an accurate and timely manner.
- Coordinate and process all purchase orders/open invoices with Fiscal team.
- Schedule meetings, prepare agendas, reserve facilities, prep the meeting room, and record the notes/minutes of the meetings.
- Have a strong understanding of In-Kind and non-federal match to best negotiate pricing with vendors.
- Work closely with the Fiscal department to become knowledgeable of the program accounts.

#### **LANGUAGE SKILLS:**

- Ability to write reports, business correspondence and procedure police and/or manuals.
- Ability to effectively present information and respond to questions from staff, parents and community stakeholders.
- Ability to communicate with staff and parents with low literacy levels.

#### **TECHNICAL SKILLS:**

- Excellent knowledge of productivity applications such as Microsoft Office (Word, Excel, Publisher, Access, Outlook) and other technology to support efficient and effective office operation.
- Experience with databases utilized by Head Start programs, i.e. Child Plus, COPA, etc. (preferred)

#### **INTERPERSONAL SKILLS:**

- Ability to work independently with minimal management guidance.
- Excellent oral and written communication skills.
- Possess excellent customer service and communication skills with a client-centered focus.
- Ability to build a positive rapport with others and to serve diverse communities.
- Establish and meet deadlines
- Prioritization of tasks
- Optimization of efficiency
- Work with all members of the community regardless of race, gender, age and cultural or ethnic background;

## **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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use of hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear.

## **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. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

## **E.E.O.C. STATEMENT**

***We are an equal opportunity employer. It is the our policy not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state, or other applicable law.***

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Ability to commute/relocate:

- Detroit, MI: Reliably commute or planning to relocate before starting work (Required)

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Detroit, MI 48204: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

- Do you have an Associate in Office Administration, Office Management, and Business, or related field is required?

Education:

- Associate (Required)

Experience:

- Microsoft Office: 1 year (Required)

Work Location: In person