

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

EXECUTIVE ASSISTANT	
Supervisor: Executive Director	Subordinates: None
Classification: Manager I	
Terms of Employment: Regular Full-time	Exempt Status: Exempt

Job Goal: The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people and programs.

The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important

Essential Responsibilities:

- I. Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings
- II. Answer phones and direct all incoming calls to appropriate party promptly and efficiently when Executive Director is gone.
- III. Communicate and handle incoming and outgoing electronic communications on behalf of the Executive Director
- IV. Assist with preparation of presentation materials
- V. Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
- VI. Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- VII. Arrange travel schedule and reservations for executive management as needed
- VIII. Coordinate and launch hard copy or email campaigns to consultants, clients and potential clients
- IX. Act as the secretary to the Board of Directors and Policy Council.
- X. Prepare Month End reporting for the Board of Directors and Policy Council.
- XI. Provide scheduling of Community Events for Administrative team.
- XII. Research and apply for private foundation grants.

Qualifications:

1. Bachelor's degree
2. Experience successfully creating and/or modifying processes
3. 3+ years experience supporting at the executive level
4. Support experience in a professional social services, nutrition, or education environment
5. Excellent calendar management skills, including the coordination of complex executive meetings
6. Experience assisting management with the creation of PowerPoint presentations
7. Strong knowledge of MS Office, including Word, Excel, PowerPoint and Publisher, Photo Shop and other graphic design software products
8. Experience scheduling travel arrangements for management
9. Knowledge of standard office administrative practices and procedures

10. Multi-cultural experience (preferred)

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families and the public using the phone, and in face-to-face, one-on-one, and in group settings.
2. Ability to organize and plan effectively.
3. Provide attention to detail and accuracy for work being done.
4. The ability to utilize problem analysis and problem solving skills.
5. Comprehend, analyze, and make inferences and references from information gathered and monitored.
6. Be flexible to constant change in direction of work.
7. Fluent in English both verbally and written.
8. Ability to use computer and word processing software programs.
9. Sort and alphabetize documents, records, and/or files.
10. Daily use of CRT screen.
11. Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports.
12. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.

Umatilla-Morrow Head Start, Inc.
Is
An Equal Opportunity Employer