

## Executive Assistant

**SUMMARY:** The Executive Assistant provides a wide range of administrative support primarily for the Executive Director and the Human Resources/Operations Director, but also for other department heads as assigned. This is a responsible position that may often require the handling of confidential or sensitive information. Supporting these staff leaders, departments, and the committees that they support involves a substantial amount of detail work, filing, organization, and communications, as well as the sharing of office reception duties. Certain responsibilities will be ongoing and require initiative and follow through. Other tasks will be project based and assigned day to day.

### **RESPONSIBILITIES:**

Duties will include but not be limited to:

#### Board and Committee communications

Assist the Executive Director, primarily, and HR Director with Board or Board-Committee communications, invitations, votes, scheduling, etc. as requested, including but not limited to

- Maintain the organization calendar(s), including room reservations.
- Compile Board and Board Committee packets, with the materials approved, and transmitting to members and supporting staff persons.
- Maintain correct contact lists for all Board Committees and the Board of Directors.

#### Electronic and paper filing

- Maintain Board/Committee files in the manner as requested by ED/HR Director
- Assist with project of conversion of multiple old files to electronic files.
- Paper or electronic filing, as requested, setting up or maintaining proper systems and organization of documents.

#### Human Resources

- Assist HR Director with preparation of biweekly timesheet information for payroll transmission
- Other filing, record keeping, data handling of staff Human Resource information for required reports, filings, etc. as assigned
- Administrative – other records maintenance and communications
- Recruitment-Placing/follow-up of approved hiring ads and postings; organize applicant responses/submissions; other assistance related to hiring, onboarding and applicant screening as assigned

#### Operations/Other

- For Executive Director, HR Director - Assist with other detail work, records keeping, communications as assigned, including but not limited to the areas of procurement, finance, technology, and insurances.
- Special administrative projects/tasks in support of other departments, as assigned through supervisor

#### Fiscal/Data Entry/Donor Database

- Serve as an additional “back up” staff person in these areas, to assist with essential functions, such as bank deposits, data entry, donor database, etc. when needed during high volume periods, or absence of primary staff (illness, vacation, etc.).

#### Reception

- share general reception duties including answering phones/greeting and directing visitors

**Proficiencies**

- Highly proficient in current Microsoft Office Suites, (Excel, Word, Outlook, etc.), office technology and equipment, scheduling/calendaring tools, internet/social media
- Strong aptitude and willingness to train on Habitat database (Little Green Light), website and other software
- Excellent accuracy in detail work and high tolerance for detail tasks
- Basic bookkeeping/fiscal tasks related to processing of bills, donation ledger entries, preparing bank deposits, and related.
- Strong organization and communications skills, verbal and written
- Ability to maintain confidentiality of work- related information

**Qualities and Experience**

- Demonstrated successful comparable experience in a professional office setting (minimum of three years' experience preferred)
- Tolerance/aptitude for doing a high proportion of detail tasks each work day
- Ability to maintain high level of confidentiality
- Ability to maintain a positive, warm, and neutral presence, welcoming to all staff, applicants, donors and volunteers
- A person with strong initiative and follow-through; able to set priorities, meet deadlines and seek appropriate guidance as needed
- Flexibility and sense of humor
- Enthusiasm for good organization, efficient systems and carefully completed and accurate detail work.
- MA Driver's license and good driving record

**Reports to:** Director of Human Resources & Operations

Additionally, this staff person works most closely with Executive Director

**Job Classification:** Non-exempt

**Hours:** Thirty hours weekly, schedule to be determined, generally M-F 9:00 – 3:00

**Other information:**

Non-exempt/hourly.

Involves handling of confidential information and affiliate resources.

Position offer will be conditional on a criminal background check and a credit check.