



## FAMILY HOUSE

### JOB DESCRIPTION

<b>POSITION:</b>	Executive Assistant
<b>STATUS:</b>	Part Time/Hourly, 20 hrs./week
<b>REPORTABILITY:</b>	Executive Director
<b>SALARY:</b>	\$19.23/hour
<b>BENEFITS:</b>	Sick benefits; Voluntary participation in the Family House 403 (b) retirement plan with 6% matching.

#### GENERAL SUMMARY:

The Executive Assistant will provide high level support for overall administrative and support functions outlined in this job description. The Executive Assistant assists the Executive Director, engages in scheduling and communication related to the Board of Directors and sub-committees, and provides support to the Human Resource and Development efforts.

#### RESPONSIBILITIES:

##### Executive Support Responsibilities:

- Maintain an awareness of the Family House Guest Standards
- Provide support for the Executive Director including:
  - Schedule management, where it involves Board of Directors and Committee meetings
  - Board administration including correspondence, meeting preparation and attendance, AV, minutes and committee support
  - Internal and external communications
- Prepare and distribute board materials per agreed upon timelines
- Prepare Board meeting slides and arrange preparatory meetings with Family House leadership team
- Maintain Board information including the Board Orientation packet, membership term, contact information, committee participation, meeting minutes, etc.
- Maintain and update By-Laws
- Engage with Board members on special assignments and projects
- Develop and execute internal strategies for communication with Board and staff
- Support monthly engagement of Senior Leadership Team through meeting scheduling and agenda preparation
- Maintain conference room calendars and provide room set-up and refreshments for Senior Leadership and Executive meetings
- Liaise with building management as needed
- Provide front office coverage, phone and guest reception, mail and deliveries

##### Human Resources and Development Support Responsibilities:

- Perform clerical and other support duties including but not limited to typing, copying, maintaining files, correspondence, assembling packets and outreach materials, mailings, creating presentations, data analysis, and summarizing surveys and evaluations.

**SPECIAL SKILLS AND ABILITIES REQUIRED:**

1. Demonstrated knowledge of the Family House mission and operations
2. Proven superior communication skills, both verbal and written, to communicate with staff, Board and committee members, hospital personnel, guests, volunteers
3. Proficient in using various software packages in order to compile statistics, develop reports and produce other formal documents; Must be experienced with business writing standards and communication
4. Excellent organizational and time management skills, with attention to detail
5. Ability to adhere to strict confidentiality requirements

**KNOWLEDGE AND PRACTICAL EXPERIENCE REQUIRED:**

1. Minimum of Associate's Degree or a minimum of 3 years equivalent work experience in the non-profit or business environment.
2. Demonstrated proficiencies in an automated environment (i.e. MS Office Suite, Outlook calendar management, customized systems)

**PHYSICAL REQUIREMENTS:**

- Must be able to tolerate long periods of time sitting and working in front of a computer screen
- Must be able to communicate in a professional and understandable way in person, via email, and with callers
- Must have motor coordination, manual dexterity and ability to use standard office equipment
- Must possess a valid driver's license and the ability to transport self and materials to various locations in order to transact business and/or complete required job tasks
- Must be able to lift, carry, and/or transport up to 10 pounds and occasionally up to 25 pounds

**NOTE:** The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not exhaustive lists of all duties, responsibilities, and knowledge, skills, abilities and working conditions associated with this position.