



Position:	Executive Assistant	Program Affiliation:	All
Reports To:	Executive Director	Salary Range:	\$12-\$15/hr.
Position Type:	Non-Exempt	Revision Date:	February 21, 2011

SCOPE:

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 a small 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.

MINIMUM QUALIFICATIONS:

- 2+ years experience supporting at the executive level;
- Excellent calendar management skills, including the coordination of complex executive meetings;
- Take minutes during Board Meetings and complete Board Packets each month;
- Excellent organizational, time management and proof-reading skills;
- Good problem solving skills;
- Experience assisting management with the creation of PowerPoint presentations;
- Strong knowledge of MS Office, including Word, Excel, and Outlook;
- Experience scheduling travel arrangements for staff;
- Ability to work overtime as required;
- Must have a valid driver's license;
- Willingness to complete other duties as assigned.

PREFERRED QUALIFICATIONS:

- Support experience in a professional services, sales or marketing environment
- Experience successfully creating and/or modifying processes
- Bachelor's degree (not required)

ADDITIONAL INFORMATION:

Equipment Used:

- Personal computer, calculator, copier, fax machine, telephone and other basic office equipment

Physical Requirements:

- Must be able to work in a normal office environment

Other:

- The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the AHA auto liability policy. The incumbent may have no more than four accumulated points in three consecutive years