

Job Title:	Executive Assistant	Job Category:	Office
Location:	Envida	Travel Required:	Infrequent
Level/Salary Range:	\$19.70-21.60/hour	Position Type:	Full Time, 40 hrs/wk, Nonexempt
HR Contact:	Roslyn Beall	Date posted:	June 21, 2018
Will Train Applicant(s):	Yes	Posting Expires:	July 6, 2018

Applications Accepted By:

FAX OR E-MAIL:

719-633-0845 or rbeall@envidacares.org

Subject Line: Application for Executive Assistant

Attention: HR

MAIL:

Envida

Human Resources

5660 N Academy Blvd

Colorado Springs, CO 80918

Job Description

SUMMARY OF FUNCTION

Support the Executive Director, Outreach and Development Director with administrative functions. Any other duties as assigned by the Executive Director. This position supports database and record management, data analysis, facilities and equipment management, special event support, administrative and front desk reception.

ROLE AND RESPONSIBILITIES

- Directly assist the Executive Director to include, but not limited to, the following:
 - Keep advised of any pertinent information, returning phone calls, drafts letters, presentations, memos, forms, and spreadsheets.
 - Support and assist with Board of Trustee meetings, handouts, etc.
 - Make travel arrangements, conference registrations, and itineraries for Executive Director.
 - Oversee the electronic filing system.
 - Prepare reports, lists and other information to use in decision making.
 - Other duties as assigned by the Executive Director.
- Directly assists the Outreach and Development Director
 - Support fund development with donor database, campaigns and events.
 - Assist with preparation of marketing materials, correspondence, and mass mailings for campaigns.
 - Assist with mass mailing projects, to include copying, preparing labels and envelopes, applying appropriate postage.
 - Maintain contact information on donors, clients, staff, and board members in appropriate database.
- General Office Management
 - Review all office equipment performance, investigate alternatives and advise on financial impact of equipment needs.
 - Facilities management –liaison with contractual building services to ensure all building systems are functional and repairs/services occur in a complete and timely manner.

- Maintain, inventory, and order office supplies as needed.
- Responsible for distributing incoming mail and faxes.
- Work with IT contractor to coordinate service.
- Oversee and organize shared drive file system.
- Provide information or refer calls to appropriate staff members.
- Supervises administrative volunteers.

KNOWLEDGE, SKILLS, AND ABILITIES

- Competency to write clear prose, organize written material, gives clear, effective directions.
- Ability to organize, evaluate and assess projects for prioritization and problem solve.
- Ability to listen effectively to assist callers.
- Must possess good interpersonal skills and strong verbal skills.
- Ability to multi-task in an organized way and deal with frequent interruptions.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- College Degree or equivalent experience required.
- 5+ years administrative assistant experience required.
- Office machine skills required.
- Customer service skills required.
- Organizational skills required.
- Excellent written and verbal communication skills required.
- Must have good problem-solving abilities.
- Confidentiality a must.
- Proficiency with Microsoft Office Suite.
- A valid current driver's license and valid automobile insurance are required.

PREFERRED SKILLS

- Strong computing background and systems level thinker that takes initiative to move beyond minimum requirements.
- Understanding and support of overall job and program objectives to facilitate excellence in department.

COMPETENCIES

- Professional presentation of self and representation of Envida.
- Thorough knowledge of Envida Home and Moves programs, partners, mission, history, principles, and values.
- Good people skills in person and by phone.
- Flexibility.
- Ability to be objective and empathetic.
- Experience working in inclusive and diverse environments.

ORGANIZATIONAL RELATIONSHIPS

- Reports to Executive Director.
- Relates to volunteers, clients, and professionals in many disciplines, other community agencies and the public.
- Must work effectively with all staff, volunteers, clients and the public.

WORKING CONDITIONS

- The work is performed in a typical office environment.
- Use of a personal vehicle may be required for business-related transportation.
- Requires the use of office equipment, such as computer terminals, telephones, copiers, etc.
- Must be able to lift 25 pounds.
- Requires corrected vision/hearing to normal range.
- Requires prolonged sitting and occasional periods of standing.
