

Position:	Executive Administrative Assistant	Status:	Non-Exempt
Department:	Admin	Hours:	20/week
Reports To:	CEO	Salary range:	\$24,000-\$26,000.00

Scope of Work: An Executive Administrative Assistant is a highly skilled administrative professional who provides a wide range of support services to the CEO and/or other Senior Leadership.

Primary Duties:

The primary responsibility of the Executive Assistant is to ensure that smooth functioning of the CEO office and may include such tasks as preparing reports and presentations, special projects, and managing workflow. The Executive Assistant is responsible for coordinating projects that may involve working with all levels of internal management and staff. The Executive Assistant will be responsible for staying abreast of the trends, changes and policies in the field, as well as community news, as it relates to the agency.

- Support CEO and Senior Director of Operations and Administration in all functions related to facilities and operations.
- Oversee the agency facilities, security and IT needs in coordination with the CEO, act as liaison for any related work that is required.
- Prepare Board packets for monthly meetings and orientation packets for new Board members
- Represent the CEO at certain community functions, as may be required
- Maintain files for CEO
- Arrange and coordinate off site meeting logistics, ie, reservations, food planning, technical needs
- Prepare Wednesdays Memo for monthly distribution
- Take minutes of meetings and distribute timely as required
- Other duties as may be required

Qualifications:

- Ability to communicate effectively and with sensitivity.
- Strong interpersonal, organizational and prioritizing skills.
- Self-motivated, self-reliant, dependable
- Ability to work in a team-oriented atmosphere.
- Demonstrated ability to manage multiple tasks and work independently.
- Flexibility of time/scheduling
- Valid driver's license and dependable transportation (some local travel required)

Education & Experience:

- HS diploma and/or Associates degree
- Minimum two years' experience working as Administrative Assistant

It is the policy of New Hope to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, New Hope will provide reasonable accommodations for qualified individuals with disabilities.

New Hope's goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, tuition aid, transfers, promotions and social/recreational programs.