



EXECUTIVE ASSISTANT

Job Description Form

Division/Department	Administrative Department		
Location	2010 Bridge SW, Alb., NM 87105		
Reports to	Natasha Gacinski	Title	CEO/Executive Director

Level/Grade	Type of position:	Hours__40__ / week
6	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

SUMMARY

Responsible for providing comprehensive support to the CEO in the areas of scheduling and calendar management, meeting preparation, minutes, follow up documentation, liaison with the Board of Directors and internal staff at all levels. In addition, they will perform various HR functions, such as assisting with recruitment, coordination of employee training, and maintaining employee records. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

RESPONSIBILITIES

- Plan and complete work to ensure the prescribed priorities are met, organizational goals are achieved, and best practices are upheld.
- Organize, prioritize and complete high quality work in a professional manner while managing multiple projects and deadlines simultaneously.
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion in all interactions.
- Monitor, screen, respond to and distribute incoming communications; answer and manage incoming calls; receive and interact with incoming visitors.
- Perform routine administrative tasks such as preparing general correspondence, memos, charts, tables, presentations and business plans.
- Prepare Board of Directors and Executive Committee meeting packets, attend board and executive committee meetings, take minutes produce and publish as required.
- Maintain the Board of Directors files and records.
- Manage the executive’s calendar, including making appointments and prioritizing the most sensitive matters.
- Attends meetings, takes notes and provides minutes of meetings as assigned.
- Assists with planning and executing special events
- Respects, appreciates and values racial and cultural diversity among the agency employees and service population.
- Incorporate and demonstrate the mission, vision, work, core value and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Must be available to work occasional evenings.
- Assist with onboarding; ensure references are completed and create the new hires informational folder.
- Maintains employees' personnel files and ensures they are up to date.
- Assist with training, celebrations and events.
- Perform file audits to ensure that all required employee documentation is collected and maintained.
- Maintain the employee handbook on the intranet, once it's approved by HR Director.
- Complete all other duties as assigned.

RESPONSIBILITIES

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Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Physical Demands: Generally sedentary in nature, but may require standing and walking, and the ability to intermittently kneel down, stoop, bend at the waist, twist at the waist and reach, or sit for long periods of time. Manual dexterity of hands and fingers to include repetitive keyboarding, grasping, and reaching to operate a computer keyboard, mouse and/or standard office equipment. Ability to lift up to 20 lbs. on occasion (boxes, paper, office supplies, etc.)

WORK EXPERIENCE REQUIREMENTS

- Minimum of 3 years of executive support experience, including supporting C-level executives. Nonprofit board experience is highly preferred.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Excellent interpersonal, communication (written and verbal) and research skills.
- Strong time-management skills and the ability to organize and coordinate multiple projects at once.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.
- Valid NM driver's license with a clean record.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Must be able to work independently with minimum supervision and able to relate to the public.
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Previous human resource generalist, clerical or office management experience preferred.

EDUCATION REQUIREMENTS

- Bachelor's degree in business or related field; OR a satisfactory equivalent combination of education and experience.
- Bilingual in English/Spanish preferred.

Employee's Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>

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Location	2010 Bridge SW, Alb., NM 87105		
Reports to	Natasha Gacinski	<i>Title</i>	CEO/Executive Director
DATE POSTED			
DATE HIRED			