



EXECUTIVE ASSISTANT

Job Description Form

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|---------------------|--------------------------------|-------|-----|
| Division/Department | Administrative Department | | |
| Location | 2010 Bridge SW, Alb., NM 87105 | | |
| Reports to | Dolores Nunez | Title | CEO |

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|-------------|---|--|
| Level/Grade | Type of position: | Hours __40__ / week |
| 5 | <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 administrative support to the CEO of Catholic Charities 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, provides administrative support to upper management.

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.
- Complete all other duties as assigned.

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.)

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WORK EXPERIENCE REQUIREMENTS

- Minimum of three years of experience in administrative role reporting directly to upper management.
- 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 proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems.
- 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.

EDUCATION REQUIREMENTS

- BA degree in related field preferred; High School diploma or equivalent required.
- Valid NM driver’s license with a clean record.
- Bilingual in English/Spanish preferred.

Employee’s Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

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| REVIEWED BY | <i>Title</i> |
| APPROVED BY | <i>Title</i> |
| DATE POSTED | |
| DATE HIRED | |