

POSITION: Executive Assistant
REPORTS TO: President
DATE: March 2022

PART I: OBJECTIVE & RESPONSIBILITIES

OBJECTIVE: United Way of Whitewater Valley (UWWV) is a local United Way-that focuses on community needs to improve the lives of its members. UWWV is a small- staffed office that is seeking an Executive Assistant to help make our vibrant organization function smoothly as we support our community. We fight for the health, education, and financial stability of every individual. This critical backbone position efficiently and effectively carries out the executive and office functions, while providing exemplary customer service within our dynamic and supportive organization.

RESPONSIBILITIES: Duties require anticipating needs, planning, organizing, and performing a variety of duties while applying a wide range of procedures and rules. Requires diligent attention to detail; with a high degree of accuracy- Requires personal reliability, a professional demeanor, the ability to prioritize the overall workflow in a fast paced and changing work environment in a timely manner. Also requires strong writing skills, creativity, and focus. This position demands a high degree of discretion/sensitivity. Confidentiality is of utmost importance.

Specific Functions include:

- **Executive & Board Support (50% of time)**
 - Works closely with President on simple and complex projects.
 - Directly works with President to coordinate and arrange their meetings, travel logistics, prepare agendas and materials, transcribe meetings notes, manage meeting wrap up tasks, and manage follow-up communications, file official documents.
 - Monitor President's email and follow up with matters as requested that can be with minimal President involvement.
 - Manage President reports to include monthly expense and credit card expenses.
 - Manage the Board of Directors meetings to include meeting logistics, distribution of pre-read materials to Board members, transcribe and prepare minutes for next meeting..
- **Office Management (40% of time)**
 - Oversee and ensure the day-to-day business needs are met. (e.g., daily mail, answering the phone, assisting vendors, etc.)
 - Oversee and ensure that the office ambiance and amenities are welcoming, clean and safe while portraying a hospitable essence.
 - Provide "best in class" customer service to all incoming callers and walk-in traffic directing to appropriate agency and personnel.
 - Manage all UWWV internal meeting logistics to include venue location, meals, room setup and takedown.
 - Order and maintain supplies in an orderly and "just in time" manner to include bulk items, postage, copier, and general materials.
 - Lead contact with building management for general maintenance, repairs, and other pertinent communications.

- **HR Administrative Support (10% of time)**
 - Perform internal audits on employee paperwork
 - Assist with providing coordination of the onboarding process for new employees

Other duties as assigned.

PART II: SCOPE

Complexity:

- Ability to organize and coordinate many complex tasks and projects at once. Ability to develop, learn and use United Way systems to assess and drive progress on key projects and initiatives.
- Ability to present and interact with any key audience without supervision; regular use of discrete judgment and discernment in communication.
- Excellent leadership skills to include managing people, tasks and systems.
- High degree of confidentiality, decision making, and creative skills.

PART III: QUALIFICATIONS

Education and/or Experience:

- High School diploma or equivalent required, bachelor's degree preferred.
- 3 - 5 years of executive administrative experience or project management.
- Demonstrated ability to work within a team-based environment and build and maintain relationships across diverse staff, board, and volunteers.
- Strong customer service experience: proactive approach, delighting the customer, and ability to assess caller's needs.
- Ability to manage multiple projects and deadlines with warmth and humor. High level of prioritization and organization skills.
- Heightened ability to discern and execute independent judgement. Problem solver.
- Strong written and verbal communication skills and experience preparing meeting minutes.
- Proficient in Microsoft Office computer applications to include Word, PowerPoint, Outlook and Excel and able to execute at an intermediate or above level SharePoint, Adobe Creative Suite, and project management software experience helpful.

PART IV: WORKING CONDITIONS

Physical Demands/Work Environment:

- Moderate level of mental and/or visual fatigue; eyestrain may result from looking at a computer screen for extended periods of time and moderate office noise level.
- Regularly required to sit, stand, walk, reach with hands and arms, talk and hear.
- Ability to lift and/or move up to 30 pounds.
- Moderate level of stress caused from tight deadlines.
- Might require work outside of normal business hours.

The following workplace competencies have been identified by UWWV as required by all:

- demonstrate integrity by being accountable for actions, keeping commitments, and speaking honestly and truthfully with others
- demonstrate a continuous improvement of work ethic
- demonstrate a commitment to individual and team-based assignments
- demonstrate quality assurance by producing accurate and thorough work
- demonstrate interpersonal skills in dealing with others
- demonstrate valuing the diversity of others' opinions and experiences
- demonstrate sound reasoning and good common sense
- demonstrate the ability to meet and exceed customer expectations
- demonstrate a willingness to develop self, and assist fellow staff members, volunteers, and community
- demonstrate active participation in departmental, team, and full-staff meetings

Please submit a cover letter and resumé to tbrinkman@givetheunitedway.com.

UWWV is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information, or any other status protected by federal, state or local law.

My signature below indicates I have read and understand this job description and the workplace competences.

Employee Signature

Date

Supervisor Signature

Date