



Position: Administrative Assistant (Executive Office)
Department: Administration
Salary: Competitive Full-Time Compensation & Benefits Package

The Administrative Assistant is the primary point of communication and interface of the agency. Provides front-office and administrative support to the Executive Director and Chief Operating Officer, as needed. Liaises between campus sites, coordinates special projects, and provides technical assistance to various departments and programs as needed. Must possess the foresight, nimbleness, discretion and intuition to understand intra-day issues that arise and disrupt schedules, and the judgment to prioritize and quickly adjust.

Essential Responsibilities:

- Manage calendar appointments for ED and COO with high level of confidentiality, accuracy and professionalism.
- Coordinate monthly evening/weekend Board of Directors meetings under the direction of the Executive Director.
- Liaise between all agency departments as needed.
- Ensure communication and work between Administration and Finance are efficient and relatively seamless.
- Provide back up support to finance as needed.
- Maintain all corporate documents (i.e. ST-5 form, Articles of Incorporation, by-laws, etc.), records and reports, all agency insurance policies, vehicle documentation, etc. – and ensure all documents are up-to-date.
- Maintain server folders and provide access and permissions to staff as needed.
- Maintain electronic copies of all grant applications.
- Manages the front office operations to create a professional, organized, and welcoming atmosphere for visitors.

Operational Support and General Responsibilities:

- Manage editing and updating of administrative documents including manuals, reports, general collateral
- Manage and/or perform general administrative tasks such as: ordering office supplies and maintaining its inventory, arranging conference calls, and maintaining records management database systems.
- Maintain the organizations operations manual as developed by Operations Manager to be presented or reviewed as needed.
- In coordination with Buildings and Grounds foreman, maintain a master spreadsheet of all facilities information (i.e. licenses, inspections, vendors, codes, etc.).
- Type and design reports, memos, spreadsheets, letters and other documents as needed using MS Office suite
- Receive walk-ins, answer high-volume of calls, direct calls to appropriate parties, and take detailed messages, daily.

- Distribute Leadership Team meeting minutes and facilitate collaboration between members of the Leadership Team as needed.
- Manage/execute meetings and special events as needed.
- In conjunction with the Communications Team, help manage updates to social media channels (Facebook, Twitter, Instagram & LinkedIn) and agency website according to internal communications plan/guidelines
- Maintain both hard and electronic files in meticulous order.
- Open, sort and distribute incoming correspondence, including faxes.
- Manage and maintain a welcoming office space and basic supplies of office supplies
- Reconcile spending and prepare expense reports.
- Other duties may be assigned to meet business needs
- Manage/execute special projects (i.e. distribution of staff IDs for all personnel, managing administrative component of special events, etc.).

Key Qualifications:

- Ability to operate with considerable autonomy and extreme discretion to work with little direction once objectives and task are outlined.
- A demonstrated passion for working with under-served populations and a demonstrated belief in UVSO's mission to create a stable and compassionate community.
- Excellent analytic, organizational, written and verbal, and digital skills.
- Ability to effectively communicate with diverse stakeholders including religious groups, diverse cultures, parents, elder caregivers, staffers and youth.
- Ability to anticipate needs with a focus on forward planning.
- Proven track record in supporting senior-level management in a face paced dynamic environment.
- Ability to exercise superior judgment based on experience.
- Exceptional punctuality and time management skills.
- Must have a high degree of professionalism and strong work ethic
- Flexibility to work overtime during peak periods.
- A proactive problem solver who thinks laterally to resolve situations and find the appropriate solutions
- Associates or Bachelors degree from an accredited college or university in business administration, non-profit management, sociology or related field. In lieu of degree, 5+ years of experience in an administrative capacity.
- Ability to serve trusted resource and represent agency leadership

Disclaimer

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

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