

JOB DESCRIPTION AND PERFORMANCE ASSESSMENT

EXECUTIVE ASSISTANT

JOB TITLE: Executive Assistant
DEPARTMENT: Executive Office
REPORTS TO: Chief Executive Officer

FLSA STATUS: Non-exempt
SALARY: \$36,700 – \$39,600
EFF. DATE: Jan. 1, 2009

SUMMARY OF PURPOSE AND RESPONSIBILITY

Responsible for the managing a variety of special projects and initiatives of NCFH, as well as NCFH relations with the Board and constituents. Participates on the grant team. Coordinates public relations of NCFH.

LEADERSHIP AND SUPERVISION

Employee receives general supervision from the Chief Executive Officer. Employee does not provide direction to other staff.

NATURE/METHOD OF WORK

Work is administrative-level, requiring application of NCFH practices and policies. Duties are generally performed independently, with many priorities and work plans developed by the employee with consultation from the manager. Communication with individuals and various organizations is extensive. The employee's work includes high visibility to individuals involved with NCFH, which may be a significant opportunity for those who interact with the organization to draw conclusions concerning the organization.

QUALIFICATIONS

Job duties require a technical level of knowledge in office procedures and general business practices at the educational/experiential equivalent of an Bachelor's degree program in a business or related field. Significant administrative experience (minimum five years) with progressively greater responsibility, preferably in a non-profit environment, required. High level of written and verbal communication skills is required. Bilingual in English/Spanish preferred.

WORK ENVIRONMENT & CONDITIONS

Work is typically performed in a normal office environment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Serves as executive assistant to the Chief Executive Officer

- provides administrative support to the CEO, including management of current and archival corporate filing system (both electronic and hard copy), travel logistics and travel reimbursements
- manages Technical Assistance Database entries for self and CEO
- provides administrative support to grant writing team, coordinates timeline and assignment schedule, assist in assembly and dissemination of applications
- conducts research and prepares reports and presentations as directed, including PowerPoint preparations
- liaison both internally and externally to enhance and extend verbal and written communications between CEO and others. Others include staff, board members and key stake holders
- coordination, framing and delivery of NCFH artwork, note cards, etc. for promotion of NCFH and Call for Health, as well as constituency and donor appreciation
- represents CEO's interests in addressing inter departmental needs and communications, such as office configuration, equipment upgrades, staff development, etc.
- provides administrative support to executive team as needed

Administers and coordinates interactions between NCFH and the NCFH and CFH Board of Directors

- corresponds with Board members, providing information as needed and coordinating logistics related to Board and committee meetings
- preparation and dissemination of board packets
- attends and takes minutes at Board and committee meetings
- assist in draft of agendas for board and committee meetings based on previous meeting minutes
- initiate and assist committee chairs in scheduling meetings and providing documentation
- participate as staff support in the recruitment of board members and nomination and election of officers
- maintains archival records related to Board activities
- provides general administrative support for Board members related to their interaction with NCFH (e.g., travel reimbursement)

Project Management

- works with CEO to see projects through to completion as they occur
- takes responsibility for various projects relevant to the executive functions of the corporation, taking into consideration checks & balances and collaboration with others

Participates as a full member of NCFH Teams

- Grant Writing Team – maintains official electronic copy of all grant applications submitted
- Other Task Forces and Committees TBD

Coordination of Conference Participation

- secure hotel rooms for all staff attending selected conferences (NACHC & Forums)
- print and disseminate conference registration forms/exhibitors registration to staff . Coordinate forms with accounting to request payment.

Job Bank

- Screens and monitors candidates, organizations and jobs posted in the Job Bank
- Promotes use of Job Bank through interagency linkages and publication opportunities
- Researches opportunities for wider utilization of Job Bank beyond the Migrant Health Network