

Title: Secretary to the President/CEO
and VP of /Support Services

Program: Administration

PRIMARY FUNCTION/PURPOSE

Support person for the President/CEO and VP of Support Services

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer incoming calls and transfer to the proper party as necessary. Take messages or transfer to voice mail in the absence of the President/CEO.
- Log donation checks and make copies for distribution.
- Perform word processing, spreadsheets and other computer functions as needed.
- Receive and distribute incoming mail for President/CEO and VP of Support Services
- Maintain Central Files and maintain confidential issues.
- Order office supplies for agency.
- Perform photocopy tasks as required.
- *Assist* in Board of Trustee activities.
- Submit Expense Report for President.
- Complete other special projects as assigned.
- Log and distribute request for speeches and tours.

GENERAL EXPECTATIONS

Maintain an image of poise and professionalism; handling the telephone and visitors in a cordial manner; recording messages accurately and referring to appropriate person in a timely manner.

REQUIREMENTS

1. Skills in organizing work in a responsible way in an environment with multiple challenges. Must have good priorities/time management skills.
2. Computer experience, including Microsoft Word/Excel and Outlook.
3. Punctuality and professional attire, a must.
4. Accurate typing at a minimum of 50wpm.
5. Ability to work unsupervised.
6. 1-3 years clerical experience desired.
7. Ability to work as a team member.
8. Good public presence and telephone manner with a positive and friendly attitude toward all people.
9. High School Diploma.
10. Maintain current drivers license.
11. Some out of office travel
12. Favorable background check
13. Salary reflective of experience
14. Other duties as assigned

Drivers License # _____

Expiration Date: _____

Incumbent: _____

Date: _____

Reviewed by: _____

Date: _____