

# Southeastern Vermont Community Action (SEVCA) Job Description

**Position Title:** Executive Assistant  
**Department:** Administration  
**Supervisor:** Executive Director  
**Job Classification:** Salaried / Exempt; Full Time

## **Job Objectives and Job Summary**

Responsible for providing a wide range of administrative and clerical support to the Executive Director (ED), Finance Director (FD), Director of Planning & Development (DPD), other members of the Leadership Team (LT), and other designated staff; supervision of the receptionists and front office operations; support for Board of Directors meetings and other Board business; coordinating compliance with and documentation of Organizational Standards; coordinating town funding process; participation in committees organizing various agency events & activities; maintaining files of grants, contracts, leases, correspondence, and other key agency documents; and providing leadership in the absence of management personnel.

## **Primary Functions**

1. Provides administrative and clerical support to the ED and other designated staff, conveying the ED's requests to other staff and initiating follow-up as needed / requested; processing incoming mail, and email to the general SEVCA address, and copying and distributing as needed; and screening incoming phone calls, taking messages and/or rerouting calls as necessary.
2. Maintains filing systems of key agency documents for ED, DPD and other staff's use, including all contracts, grants and grant proposals, leases, agreements, and correspondence, including a listing of all grants and contracts with detailed information about each.
3. Supervises receptionists and front office operations, and fills in at front desk when necessary.
4. Attends and takes Minutes for Board, Leadership Team, and All-Staff meetings, as well as certain ad hoc committees.
5. Prepares monthly Board mailings and information packets, including agenda, meeting minutes, and any other pertinent information for Board meetings.
6. Coordinates all aspects of town funding appeal, including compiling of annual service statistics by town, preparation and submission of town service reports and funding applications / requests, and organizing signature gathering campaigns and coverage of town meetings.
7. Participates in planning, as well as attending and assisting with implementation of Annual Celebration, Staff In-Service training, and major fundraising events such as the Golf Tournament.
8. Maintains donor list and works with DPD to prepare and assist with mailing of annual appeal.
9. Prepares check requests for administrative expenditures.
10. Coordinates compliance with and documentation of meeting the required Organizational Standards.

Created: \_\_\_/\_\_\_/20\_\_

Reviewed: 8/24/2020 **SG**; 12/28/2020 **SG**; \_\_\_/\_\_\_/20\_\_

Updated: 8/24/2020 **SG**; 12/28/2020 **SG**; \_\_\_/\_\_\_/20\_\_

11. Makes conference and travel arrangements for ED and other staff, when requested, and organizes staff participation in the annual New England Community Action Partnership (NECAP) Spring Conference and other training events as requested.
12. Posts in-house and/or advertises job openings as requested, following agency policies and protocols.

**Other Functions:**

1. Provides clerical and administrative support to FD, DPD, and other members of the LT, as needed.
2. Oversees cleaning of main office and ensures maintenance issues are addressed.
3. Performs any other duties requested by the ED and/or other designated staff that are consistent with the functions of this position, and with the mission, goals and priorities of SEVCA.

**Job Standards/Accountability:**

1. All clients, visitors, and employees are consistently treated with caring, kindness, respect, dignity, and confidentiality.
2. Work is prioritized appropriately and carried out reliably so that deadlines are met and goals are met.
3. Requests are followed up on and problems are resolved in a timely and efficient manner.

**Working Conditions:**

1. Entails routine office work, including use of computers, phones, and other office machines, etc., including extended periods of time sitting, and working at a keyboard.
2. Includes some travel for pertinent seminars / workshops / conferences, meetings related to the position's responsibilities, town funding activities, or as requested by the ED or other designated staff
3. Periodic attendance at evening Board or committee meetings.
4. Occasional tight deadlines, multiple demands, and constantly changing conditions requiring the ability to cope with and manage stress.

**Qualifications:**

1. High School diploma and 3 years' experience working in related field in a management office with administrative and preferably supervisory responsibilities
2. Fast and accurate keyboarding (minimum of 60 wpm) and proficiency in MS Office applications, including Word, Excel, Outlook, Publisher, PowerPoint and/or Access
3. Good oral and written communication, organizational, and interpersonal skills, and attention to detail
4. Ability to work well independently and in teams, and effectively with diverse individuals and groups.