

## **JOB DESCRIPTION**

**TITLE:** Executive Assistant **NON-EXEMPT**

**REPORTS TO:** Executive Director

**FUNCTION:** Provides administrative support to the Executive Director, President and President-Elect. Additional support for other staff directors as necessary. Areas of coverage include Board of Directors meetings, policies and procedures of the Society, and general bookkeeping assistance. Also responsible for duties outlined below as well as other duties as assigned.

### **DUTIES AND RESPONSIBILITIES:**

1. Annual Conference Activities
  - a. write session moderators/conference chair's script
  - b. handle full preparation of society's Annual Meeting
2. Committee & Board Liaison
  - a. Assist ED and President in Board Meeting Preparation
    1. notify all committees of agenda deadline
    2. collect/compile all reports, motions, etc.
    3. oversee book and other material production
    4. oversee distribution to Board, Guests, Staff, Committee Chairs, extras
    5. assist with meeting logistics and room reservations
    6. attend meeting, take minutes, distribute, maintain
    7. maintain and distribute Policy & Procedures Manual following each meeting
  - b. Assist with other committee activities as requested.
3. Customer Service Activities
  - a. phone/fax/mail/email
  - b. assist Executive Director in phone/fax/mail/email activities
  - c. assist in other customer service activities as assigned
4. Financial
  - a. assist Director of Finance & Administration/HR as requested with bookkeeping
    - o processing receivables/post batches
    - o cash and check deposits
    - o allocate and process payables
    - o billings and credit
  - b. backup for Director of Finance & Administration/HR
  - c. handle A/P filing on a weekly basis
  - d. handle collections on NSF checks
5. Leadership Assistance
  - a. provide administrative support to President and President Elect as necessary (correspondence, travel arrangements, etc.)
  - b. assist in committee structure issues (call for volunteers, evaluations, conference call set-up, maintain leadership rosters)
  - c. provide administrative support to Executive Director (correspondence, travel arrangements, etc.)

d. maintain annual workplan and Strategic Plan

6. Member Programs

- a. be familiar with all member programs (contact information, parameters)
- b. manage Society's Awards & Recognition  
Program distribute/compile/process Monahan Award Nominations;  
distribute/compile/process Cox Award Nominations
- c. Award processing, Plaque production, post activities recognition plaques  
and certificates for volunteer leaders

7. Member Records

- a. assist in data entry as requested

8. Office Management

- a. attend staff meetings
- b. contribute to Staff-To-Do-List & Agendas
- c. complete monthly timesheets

**SKILLS:**

- \* Strong knowledge of computers in a windows environment
- \* Excellent oral and written communication skills
- \* Ability to handle the demands of various personality types
- \* Maintain strong professional and positive demeanor
- \* Excellent typing skills
- \* Proven accuracy and attention to detail
- \* Understanding of financial bookkeeping