



JOB DESCRIPTION

Position Title: Administrative Assistant	Job Code:	Overtime Status: Non-exempt
Department:	Location	
Reports To: Chief Executive Officer	Number of People Supervised:	

POSITION PURPOSE

Responsible for providing high level administrative support for the Chief Executive Officer. Significant emphasis on communication with the Board of Directors and BBBS agency management staff.

- ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)**
- Assist Chief Executive Officer with planning, scheduling, and execution of duties as applicable
 - Handle all related correspondence for the Flint and Genesee Board of Directors
 - Prepare materials including, but not limited to correspondence, notices, minutes, mailings, speeches and presentations as requested
 - Maintain attendance record of Board Meetings
 - Coordinate meetings including scheduling, ordering food, preparing agendas, creating meeting packets, arranging for audio/visual equipment, etc. for Board of Directors, Committees, and/or any other meetings as requested
 - Responsible for processing and filing all notices, agendas and minutes of board and committee meetings.
 - Responsible for updating and maintaining personal contact information for all Board Members.
 - Assist with all assigned duties related to the Chief Executive Officer's responsibilities that would include Board development, community relations, strategic planning, and all fund development responsibilities.
 - Assist with the execution of special events
 - Handle all of the Chief Executive Officer's work in an extremely confidential manner.
 - Screen and assist with phone calls.
 - Assume all special duties assigned by the Chief Executive Officer.
 - Develop and maintain all related files (electronic and manual).
 - Order flowers as requested by any/all agency members for approved occasions.
 - Coordinate/communicate regularly with other management members as appropriate regarding all management needs and agency priorities.
 - Maintains calendars and schedules for CEO, with access to multiple other managers.
 - Attend all staff meetings.
 - Attend Agency functions as required.



All other duties as assigned

EDUCATION & RELATED WORK EXPERIENCE

Education Level:
(minimum & preferred educational requirements necessary to perform this job successfully)

High School degree or equivalent, secretarial/administrative studies a plus

Years of Related Work Experience :
(minimum & preferred related work experience necessary perform this job successfully)

3-5 years related experience required

SKILLS AND KNOWLEDGE

	Required	Preferred
A strong command of computer skills (Outlook, MS Word, Excel and PowerPoint) is required.	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, Board, community volunteers, donors, etc.	X	
Demonstrated ability to meet deadlines	X	
Demonstrated ability to work under pressure	X	
Must be able to answer to multiple demands from multiple directions simultaneously without expressing frustration.	X	
Able to exercise judgment regarding matters of significance.	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	
Strong organizational skills	X	

<p align="center">TRAVEL REQUIREMENTS (LIST AS A % OF TOTAL WORK TIME Must be able and willing to travel as needed (generally locally)</p>	<p>Less than or More than</p>
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WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

(Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job)

Must be able and willing to work additional hours as needed to complete tasks; this could involve weekends.



Core Competencies	High Performance Indicators
Interpersonal Savvy	Relates well to all people inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse even high-tension situations comfortably.
Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results
Perseverance	Pursues everything with energy, drive and a need to finish; seldom gives up before finishing; especially in the face of resistance or setbacks.
Promotability -	Shows progressive demonstrations of increased responsibilities understand how to add value to their companies over time. These are proven performers who are capable of reinventing their jobs and assuming responsibilities above and beyond the call of duty.

Equal Employment Opportunity

BBBSA provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSA may change the specific job duties with or without prior notice based on the needs of the organization.