

# SOUTH SIDE HEALTHY COMMUNITY ORGANIZATION

## JOB DESCRIPTION

<b>Job Title:</b>	Executive Assistant	<b>Effective Date:</b>	June 2022
<b>Reports To (Title):</b>	Chief Executive Officer	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Administration	<b>Prepared By:</b>	Kimberly Hobson
<b>Location:</b>	Administrative Office		

Please send your resume to [SouthSideHealthyCommunity@gmail.com](mailto:SouthSideHealthyCommunity@gmail.com)

### Position Summary:

The Executive Assistant (EA) acts as the Executive Assistant to the Chief Executive Officer. The EC serves as the office manager, primary contact and gatekeeper for the offices of the Chief Executive. Demonstrates professionalism and ensures the office runs with optimum efficiency. Provides organizational support for the Board of Directors. Facilitates internal and external communication with partner organizations, stakeholders, vendors etc.

### Essential Duties and Responsibilities

- Deliver administrative support to the Chief Executive Officer and other team members as assigned by the CEO
- Provides calendar control and support, including creating, updating and rescheduling meeting invitations; responsible for identifying and resolving scheduling conflicts
- Monitors and responds to email on behalf of CEO (where appropriate), based on CEO's expectations and personal style
- Manages sensitive and confidential information appropriately and with a high level of discretion
- Coordinates and provides administrative support within a team environment; applies technical skills and knowledge of business applications, tools and processes to effectively complete assignments in a seamless, efficient manner.
- Produces superior work in a fast-paced environment, meeting deadlines and quality expectations
- Develops and maintains organizational systems and processes
- Develops, maintains, updates and monitors project plans; work with project owners to track progress, and measure deliverables to ensure timely completion of assignments
- Composes and drafts correspondence, presentations and complex documents. Formats, edits, proofreads, and coordinates the completion of such documents
- Other duties may be assigned and required for this position

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### **Qualifications:**

- Bachelor's degree or 3-5 years working as an Executive Assistant
- Experience/knowledge of healthcare preferred
- Familiarity and interest in surrounding community preferred

### **Certifications, Licenses & Registrations:**

- Certified administrative professional preferred
- Valid Driver's License required
- Valid auto insurance required

### **Specialized Competencies (Skills, Abilities and Behaviors) Required:**

- Strong communication and organizational skills
- Proficient in Microsoft Office Suite and internet navigation
- Excellent verbal and written communication skills with knowledge of proper grammar, punctuation, and spelling
- Strong organizational skills, ability to multi-task and set priorities
- Strong interpersonal skills and ability to build relationships with staff and stakeholders
- Flexibility with work hours (including flexibility to work after business hours as required)
- Ability to critically think and act independently using sound judgement

### **Job Titles Supervised:**

- None

### **Physical/Mental/Visual Job Requirements:**

- Occasional standing, walking, bending, crouching, and reaching with hands and arms
- Frequent sitting and working at the computer for long periods including dexterity in hands for typing and vision to allow adjustment of focus
- Occasional lifting and moving up to 10-20 pounds

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### Working Conditions:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers
- Occasional travel to off-site meetings and other work locations
- Occasional participation in community events (indoors and outdoors)

The above is intended to describe the general nature and level of work performed by associates assigned to this classification. It is not intended to be an exhaustive statement of duties, responsibilities or qualifications associated with the job. The most recently dated job description on file in the Human Resources will be considered the official job description.

**Employee Signature:** \_\_\_\_\_

**Employee Name (Print):** \_\_\_\_\_

**Date:** \_\_\_\_\_