

CLEVELAND NEIGHBORHOOD PROGRESS POSITION DESCRIPTION

Job Title:	Executive Assistant to the President/Office Manager	Reports To:	President
Department:	Executive	FLSA Status:	Exempt
Date:	May 2018	Approved By:	

PURPOSE

This position operates in a fast-paced environment where flexibility, adaptability and a high attention to detail are required. The primary focus of the position is providing administrative support to the President/CEO and to coordinate Board activities. The position also supports company operations through office management functions with some supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS

1. Provides administrative support to the President by maintaining and managing President's calendar and expense account, coordinating and scheduling meetings, initiating and preparing correspondence and meeting agendas, screening all correspondence and phone calls, making travel arrangements, assisting in staff meetings and maintaining files. Provides administrative support to other staff on an as needed basis. Represents the organization to outside stakeholders.
2. Coordinates Neighborhood Progress Board activity by scheduling Board and Executive Committee meetings, preparing and distributing meeting materials, taking meeting minutes, and maintaining related records. Scheduling and coordinating all Board Committee meetings.
3. Coordinate all senior staff and full staff meetings which includes scheduling and preparing agendas and catering responsibilities including pick up when necessary.
4. Monitor and approve invoices related to office expenses. Performs Accounts Receivable function through: matching received checks to invoices; preparing and processing electronic bank deposits; providing deposit documentation to accounting department.
5. Ensures office efficiency by participating in the development, implementation and maintenance of office policies procedures and systems. Maintains established standards.
6. Human Resource responsibilities - Works with CFO/VP of Administration as an "HR Specialist" in all aspects of the Human Resources function including administering employee benefits and maintaining employee records in accordance with regulatory and legal requirements
7. Ensures that the office environment is professional and operates efficiently. Orders and manages office equipment and supplies. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
8. Maintain the cleanliness of kitchen area.
9. Trains and supervises High School reception interns and implements reception protocols.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Assumes additional responsibilities and performs special projects as needed or directed.

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REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Associate's degree in business related field with a minimum of five years experience in office administration.

Knowledge, Skills, Abilities and Personal Characteristics

1. Working knowledge of business systems. Knowledge of community development.
2. Effective interpersonal skills and strong supervisory skills.
3. Strong verbal and written communication skills; ability to communicate with all levels.
4. Ability to write reports, business correspondence.
5. Knowledge of budgeting and expense control.
6. Ability to work with and maintain confidential and/or sensitive client and employee information.
7. Ability to perform duties accurately with minimal supervision.
8. Ability to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
9. Computer skills; word processing and spreadsheet software capabilities in Windows environment. Proficient in Microsoft office.

Certifications, Licenses, Registrations

None

PREFERRED QUALIFICATIONS

Bachelor's degree in related field. Previous non-profit experience in community development or related industry. Previous supervisory experience.

PHYSICAL DEMANDS

Work performed in general office environment and using standard business office equipment. Requires collecting, preparing, inputting and inspecting work documents, and communicating and exchanging information in a small, fast-paced office environment.

WORKING CONDITIONS

Availability for extended hours during peak periods. Requires occasional travel to off-site meetings, seminars or special events.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Neighborhood Progress. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

CONTACT

Please provide resume with cover letter via email to Rae Shea, rshea@clevelandnp.org.