

## **SOUTHWEST MINNESOTA HOUSING PARTNERSHIP**

Job Title: **Executive Assistant**

Supervisor: Chief Operating Officer

Classification: Non-Exempt

Proposed Approval Date: September 8, 1998

Date of Last Update: September 2021

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### **SUMMARY:**

This position is responsible for general administrative duties, support, and management of main office functions of the corporation. The position will maintain communication for the organization with the Board of Directors and all other affiliated or subsidiary SWMHP organizations. Other duties include acting as support to the CEO and COO, providing administrative support for senior management staff, participating as a human resources team member with the CEO and COO and primary liaison with third party benefit providers, coordinates all trainings and travel, manages NeighborWorks training slots, organizes and implements Corporate filings and record retention, organizational marketing, some financial, accounting, and asset management functions.

### **EXPERIENCE, COMPETENCIES AND EDUCATION:**

- High School Diploma or equivalent.
- Minimum 3 years clerical experience.
- Extensive organizational skills.
- Good verbal and written skills.
- Ability to handle multiple tasks.
- Ability to work with a variety of people.
- Ability to take direction on multiple projects.
- Computer experience: Microsoft Office (Word, Excel, Access, Power Point).
- Ability to handle multiple mathematical calculations.
- Strong research skills.

### **PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:**

**Board of Directors Activities:** Manage Board of Directors meetings including all schedules, filings and venues, distributes and assembles meeting packets, maintains records of meeting minutes and actions, and organizes special programs and events.

**CEO/COO Support:** Manages CEO/COO's calendar and scheduling, managing appointments and interviews, arranges and organizes special events, works with third parties to schedule speaking/meeting engagements, coordinates travel, and provides general support for Board/subsidiary/affiliate agenda development, and assists with research functions and special projects by identifying and providing background information, interfacing with specialized consultants and scheduling.

**Financial Support Functions:** Reconciles corporate credit card accounts.

**Asset Management Support:** Aids the Asset Management department with local property management coordination.

**Human Relations/Personnel Functions:** Provides administrative support to the CEO & COO on all personnel matters; Prepare and maintain employee files; Provides support with annual personnel evaluation system; Orientation of new employees including obtaining all employment agreements and signatures, coordination with benefit providers, introduction of office functions; Conduct benefit enrollment process, Manages exit process checklist requirements with departing employees; Organizes new employee work stations; Process and distributes confidential and sensitive documents while maintaining complete confidentiality; Manages all staff credentials including licenses and certifications while maintaining a data base to monitor expiration and renewals.

**Office Management:** Duties include travel and training arrangements for staff, itineraries, hotel reservations, and maintains travel data base. Establishes meeting arrangements, provides general communication with agencies, customers, or the public. Manages equipment acquisition and inventory system, organize and manage records, filing system and records retention policy. Manages technology requests and coordinates with third party IT. Assists with staff recruitment and interview process. Provide back-up assistance for supply ordering.

**Outreach and Marketing:** Assist with the development and maintenance of organizational marketing materials. Assist with the maintenance of all social media accounts and the organizational website. Assist with the organization's fundraising initiatives.

**Correspondence and Communication:** Prepare memos, letters, minutes, e-mails, media events, public hearings, committee meetings, media notices, etc., as directed by staff, including reporting, and proofreading.

**Partnership Vehicles:** Provide backup to manage the servicing, cleaning, repairs and maintenance of the company vehicles.

**Travel:** Travel within the region and State of Minnesota on occasion and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

**Lifting:** Lift more than 50 pounds on occasion.

**Hours:** Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

#### **DISCLAIMER AND APPROVAL**

This position will perform other duties as assigned by Chief Executive Officer/Chief Operational Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

#### **Employee Acknowledgment:**

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Signature

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Date

#### **Employer Acknowledgment:**

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Signature

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Date