

JOB DESCRIPTION

TITLE	Executive Assistant
GRANT	LSC
GRANT PERIOD	January to December
FLSA	Exempt-Professional
REPORTS TO	Executive Director

BROAD PURPOSE

The executive assistant provides high-level administrative support to company executives, Board of Directors, and staff by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, manage all travel and calendar for executives, and timesheet.

PRIMARY OBJECTIVES

- Manage Board of Director's board meetings by recording, note taking, minutes, compile board packets, post agenda, and maintain official board packet for file and the public. Post minutes to DNA website.
- Assists the Executive Director in complying with LSC and other funding source requirements and other administrative matters.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel for all administrators.
- Represents the executive by attending meetings in the executive's absence.
- Strong team and interpersonal skills and the ability to work independently and to determine and juggle priorities. Must be well-organized and flexible, and enjoy the administrative challenges of supporting a busy executive.
- Ability to interact with staff at all levels, often under pressure, remaining positive, flexible, proactive, resourceful, efficient while managing multiple and shifting demands.
- Maintains customer confidence and protects operations by keeping information confidential.
- Excellent written and verbal communication skills.
- Sound judgement and strong decision-making skills.
- Attention to detail and exceptional accuracy.
- Demonstrates poise, professionalism, timeliness and attention to detail.
- Ability to stick with a problem until a solution is found, but ask for help when needed.
- Performs other duties as assigned

COMPETENCIES

- Communication Proficiency.
- Time Management.
- Collaboration Skills.
- Personal Effectiveness/Credibility.
- Strong Attendance Record and Flexibility (willing to work some weekends and overtime).
- Computer Technical Skills.
- Stress Management/Composure.

QUALIFICATION

- High school diploma, AA preferred.
- Five years of administrative experience.

ACKNOWLEDGMENT

I have received this job description and have determined that it accurately reflects the position and I can perform these duties.

Print Name	Signature	Date
2018	DNA is an equal opportunity/affirmative action employer Preference given to qualified Navajo and other Native American applicants.	