

**Job Title:** Executive Assistant

**Job Type:** Full Time

**Accountability:** Reports to the Executive Director, Assistant Director

**GENERAL POSITION SUMMARY:**

Under general supervision of the Prevention Works Executive and Assistant Directors (ED/AD), the Executive Assistant performs, coordinates, and oversees technical and office administrative duties in support of the organization. Interfacing with staff, board and the community on behalf of the Executive Director and Assistant Director. Organizing, scheduling and preparing agendas and business correspondence for the organization and ED/AD.

**ESSENTIAL FUNCTIONS:**

**Accounting**

1. Assist with bookkeeping duties as needed
2. Process incoming checks
3. Make bank deposits
4. Maintain system for coding and filing all expenses for grants

**Administrative**

1. Answers telephones; screens calls, responds to inquires and/or refers to appropriate agencies or internal staff
2. Process mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; identify priority and/or time-sensitive matters; and maintain security and confidentiality
3. Create and update agency forms
4. Maintain filing/organizational system for the organization and its programs
5. Monitor all projects as necessary and provide status reports to the ED/AD
6. Purchase and maintain inventory of office supplies, equipment and software
7. Maintain calendar updates for ED/AD
8. Supervise maintenance and alterations of office equipment and facilities
9. Act as liaison for IT troubleshooting/maintenance
10. Compose complex memos, reports and other documents
11. Maintain phone system with current information
12. Perform general housekeeping duties as necessary
13. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities
14. Other duties as assigned which are consistent with the goals of Prevention Works

**Human Resources**

1. Understand and follow all agency policies and procedures and be prepared to assist the ED/AD in dissemination and interpretation of policies
2. Prepare confidential personnel correspondence on behalf of Prevention Works' staff
3. Handle scheduling of interviews, reference checks and paperwork related to hiring of staff

**Board**

1. Arrange logistics for committee and board meetings including but not limited to meals and special services
2. Prepare monthly reports and meeting materials
3. Confirm meeting attendees
4. Record meeting minutes and board meetings and committee meetings as needed

**Program Support**

1. Data entry for program evaluation
2. Attend community meetings as required
3. Time spent out of office completing program/agency errands

**Development**

1. Maintain donor database
2. Send out marketing packets
3. Assist with the planning/preparation of special events and fundraising activities
4. Assist with solicitation of sponsors, advertisers and other funding sources for organization events and programs
5. Assist with preparation of grant proposals

**REQUIREMENTS:**

- Courteous, prompt and attention to detail
- Ability to analyze, interpret and convey information in oral and written formats in order to present materials in an informative and interesting manner
- Ability to address disagreements and problems directly and objectively using conflict as an opportunity for agency growth
- Excellent organization skills and follow-through with the ability to multi-task, prioritize work and create goals through analyzing trends from internal and external sources
- Ability to make sound decisions by considering relevant information, involving others if necessary; takes responsibility for decisions made
- Ability to demonstrate an understanding of the mission and vision of Prevention Works and support Prevention Works decisions
- Ability to work independently and as a part of a team
- Experience with culturally diverse groups preferred
- Some evening or weekend work may be required
- Skilled in computer and internet applications (Microsoft Word, Excel, Publisher, Access, etc.)

**QUALIFICATIONS:**

- Minimum of two (2) years of college level coursework in business or related field.
- At least three (3) years of office administrative and/or supervisory experience required.
- Valid driver's license and reliable transportation

**TO APPLY:**

Please send a cover letter and resume via email or mail by August 7, 2015.

Email (subject line "PW Executive Assistant")

Darcy Hoff

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Or Mail:

Prevention Works

c/o Darcy Hoff

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