



Rev 7/23

Executive Assistant

REPORTS TO: CEO

FLSA STATUS: Exempt

STATUS: Full-time, 52 Weeks, 40 Hours per Week

SAFETY SENSITIVE: Yes

Job Summary:

Responsible for working with Executive Director team and provide support for scheduling, project management, and day-to-day operations. Able to follow and execute instructions with minimal supervision, communicate effectively both verbal and written, and research, organize, and present information clearly and timely.

Essential Functions:

The Executive Assistant will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Executive Assistant responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Executive Assistant will demonstrate competency to perform essential functions that include:

1. Handle administrative requests and direction from Executive Director team.
2. Maintains Executive Director team's appointment schedule and email by planning and scheduling meetings, conferences, teleconferences, and travel.
3. Researches, prioritizes, and follow ups on issues and concerns addressed to the Executive Director team.
4. Works closely with Executive Director team to keep them well-informed of upcoming commitments and responsibilities.
5. Schedule meeting rooms, order meals, make phone calls, and provide other services as needed.
6. Knowledge and application of social media logistics to target advertisements in a manner most effective.
7. Managing social media postings on various agency-approved social media platforms to include, but not limited to, Facebook, Instagram, YouTube, and LinkedIn.
8. Posting agency-approved multimedia to social media platforms using appropriate and searchable key wording.
9. Responsible for creating and editing documents to include those presented to the Board of Directors and Policy Council, flyers, presentations, brochures, etc.
10. Composing and preparing correspondence.
11. Prepares reports by collecting and analyzing information.
12. Completes expense requisitions.
13. Supervise, train, and evaluate Administrative Assistant.
14. Utilize virtual platforms for meetings and communications.
15. Maintain confidentiality.

Minimum Requirements:

1. Associate degree required; AA degree in business or marketing preferred.
2. Intermediate to advanced skills in computer operations, word processing

- applications, multimedia design software, and social media platforms.
3. Telephone/switchboard and clerical support required.
 4. Intermediate Computer, office, and clerical skills.
 5. Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
 6. Health Questionnaire is required at hire and will be updated every 3 years.
 7. Meet all agency, state and federal required immunizations or have an approved exemption on file.
 8. Employee must be able to read, write, and understand English.

Knowledge, Skills, and Abilities:

1. Administrative support experience is required to perform the essential functions of the job.
2. Ability to communicate with staff, co-workers, public, and vendors.
3. Ability to work in an office setting.
4. Demonstrate an understanding of the DCS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 pounds, and occasionally lift and/or move up to 50 pounds and demonstrate exercises jumping jacks, leg lifts, etc.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. The hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Employee Signature

Date