




Executive Assistant Job Description

Job Title: Executive Assistant
Reports To: Finance and Administration Director
Job Location: Finance and Administration Department - Envision
Work Schedule: 20 - 29 Hour Week, Monday - Thursday
Exemption Status: Non-exempt
Prepared By: Human Resources
Latest Revision Date: 11/20/2017
Approved By: 
Approved Date: 11/20/17

Position Summary:

Supports Envision in enhancing the quality of life for people with intellectual and developmental disabilities by providing administrative support for the Board of Directors and the administrative operations of Envision.

Essential Job Responsibilities:

Board of Directors and Board Committee Liaison

- Prepare supplies needed for all Board and Board Committee Meetings
- Prepare and distribute agendas and needed documentation for the Board and Board Committee meetings
- Record, transcribe and distribute minutes of meetings
- Maintain Board files and archives
- Prepare materials for new Board Member onboarding
- Answer common questions from Board members and act as a resource for disseminating source documents

Contract Management

- Create, edit and maintain spreadsheets as directed
- Prepare contracts and insure original contract is properly signed and notarized
- Insure required documents, i.e. credentials, licenses, and insurance certificates are uploaded in the EI Colorado database. Insure Sub-Contractor form, W-9's, and Declarations of Independent Contractor Status, are received and maintain contractor files
- Provide Workers Compensation Insurance carrier with copies of completed Workers Compensation Declarations and proof of Independent Contractor status
- Perform background checks on independent contractors

Administrative Support

- Prepare reports as directed
- Establish and maintain administration files
- Maintain master policies and procedures
- Revise, transcribe and distribute policies and procedures as required
- Ensure that statutory and regulatory reporting requirements are met for the community centered board
- Review office supply orders prepared by Administration Administrative Assistant for conformity and applicability prior to order submittal
- Enter Incident Report data into the Division for Intellectual and Developmental Disabilities (DIDD) and Envision Incident Report database when needed



Executive Assistant Job Description

Support Program Approved Service Agency (PASA) Meetings and Management Team Meetings

- Record, transcribe and distribute minutes of meetings

Internal and External Relationships

- Utilize and maintain positive relationships with people supported, families/guardians, co-workers, community members/organizations, vendors and Division for Intellectual and Developmental Disabilities
- Communicate in an open and honest manner
- Document communication thoroughly
- Speak immediately with the Finance and Administration Director about negative interactions or possible complaints
- Uphold Envision's "Guiding Principles for a Culture of Trust and Respect"
- Demonstrate and promote person-centered practices

Provide Front Desk support as needed

Other Duties as Assigned

Education and Work Experience Qualifications:

Associates degree in Business Administration or related field or equivalent combination of education and experience. Prefer executive secretarial experience and direct interaction with a Board of Directors in a non-profit agency. Experience with the preparation and management of contracts preferred.

Required Skills:

- Ability to operate a variety of complex office equipment
- Working knowledge of computer software, including Microsoft Windows, Word, Excel and Outlook
- Ability to use independent judgment in utilizing internal resources
- Ability to communicate effectively, both written and oral
- Thorough knowledge of spelling, grammar and punctuation
- Ability to perform routine clerical responsibilities
- Ability to maintain strict confidentiality

Certificates, Licenses, Registrations:

Must have a motor vehicle, provide proof of automobile insurance, have a valid Colorado Driver's license and acceptable driving record. An unacceptable driving record is a record with at least 3 occurrences of any combination of accidents (regardless of fault) or moving violations during the past three years and/or a record with 1 serious violation in the last three years or 3 or more serious violations committed prior to the past 3 years, but not more than 8 years ago.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.



Executive Assistant Job Description

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate and continuous sensitivity of co-workers in close proximity is required.

The employee must be able to complete their work satisfactorily in an environment where there are significant distractions, including but not limited to staff, people supported, and families walking through and conversing in the area, telephones ringing, conversations and interruptions to answer the telephone or to answer questions from others.

Employee Acknowledgement:

I have received and understand the essential duties and other requirements of my position as stated in the above job description. I am able to perform the essential duties with or without reasonable accommodations. I understand employment is at will.

Print Name

Signature

Date