



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Executive Assistant**

Status: Part Time (Non-Exempt)

Reports to: Executive Director

Department: Administrative

Revision Date: 2/20/17

POSITION SUMMARY

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Assists the Executive Director, the Board Chair and assigned executive staff by providing secretarial and high-level administrative support involving the use of discretion and independent judgment.

ESSENTIAL FUNCTIONS

1. Manages the Executive Director's schedule as well as schedules for assigned executive staff. Makes travel arrangements as necessary and prepares expense reports.
2. Uses discretion and independent judgment in handling confidential and sensitive information in connection with the Executive Director's responsibilities.
3. Fields all incoming calls to the Executive Director's office.
4. Maintains highly confidential executive and Board files and correspondence.
5. Produces and maintains minutes for meetings of the Board of Directors.
6. Coordinates arrangements for meetings of various committees, task forces, public officials and groups.
7. Maintains computer databases for various reports, committees and mailings.
8. Coordinates annual schedules for Board of Directors and management meetings.
9. Coordinates staff business cards, stationery orders and office supplies for business/administrative offices.
10. Gathers data, compiles and prepares all national statistical and assigned strategic plan reports.
11. Performs other duties as assigned in accordance with the planned Chart of Work.

YMCA COMOPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through

engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in social services, business or equivalent preferred.
2. Minimum age requirements of 21.
3. Three or more years of related experience working as assistant to high level executives or administrators, preferably in a non-profit setting.
4. Proficient in all standard business software.
5. Knowledgeable about office processes and procedures.
6. Ability to work with integrity, discretion and a professional approach.
7. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).
8. Ability to speak any language in addition to English may be helpful.
9. Prior to or within 30 days of hire include must complete Child Abuse Prevention; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.

WORK ENVIRONMENT & 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SELF-MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____