



Executive Assistant

Description: *POSITION OBJECTIVE*

The Executive Assistant shall provide administrative support to the Executive Director (ED) and the Board of Directors of the Early Learning Coalition of the Emerald Coast (ELC-EC). This position also provides leadership and support to the staff and customers of the ELC-EC.

Duties: *ESSENTIAL FUNCTIONS*

- Performs administrative duties for the Executive Director (ED) to include assembling reports, maintaining administrative files, and processing routine correspondence;
- Assists ED with public relations;
- Works with ED and other designated staff to provide notifications to the Office of Early Learning on status of operations during emergencies;
- Coordinates usage of conference room in Outlook;
- Works closely with Human Resource Consultant to ensure compliance with all relevant Federal and State employment requirements, contracts, policies, agreements, and plans;
- Responsible for ensuring procedures for recruitment, employee relations, benefits, and compensation are updated and communicated as needed;
- Safeguards employee information to ensure compliance with confidentiality policy and procedures.
- Plans, implements, and maintains a program of onboarding for new employees and out processing of employees leaving employment;
- Assists staff with travel arrangements, including registrations, lodging, and transportation;
- Maintains personnel records, job descriptions, organizational chart, and exempt/nonexempt classifications;
- Assists with employee benefits program ensuring federal requirements are met. Assist employees with benefit issues;
- Guides management and employee actions by researching, developing, writing, and updating policies and procedures; communicating and enforcing organization values;
- Coordinates the Agency's worker's compensation program ensuring adequate documentation of employee incidents are maintained;
- Posts meeting notifications for compliance with Florida's Sunshine Law;
- Assists ED with Board meeting preparation or other Board and Committee related activities;
- Attends Board meetings to take and prepare minutes for the Secretary of the ELC and other committees as needed;
- Assists with preparing and conducting employee staff meetings, including Sr. Leadership meetings;
- Completes PAR forms, monthly;
- Produces and reviews standard and requested reports;
- Researches, pulls, and reviews documentation related to department activities;
- Assists in development and implementation of goals, policies, priorities and procedures relating to assigned department;
- Understands and applies activity to appropriate funding sources and Other Cost Accumulators (OCA's);
- Reviews and updates policies and procedures, as directed;
- Maintains and updates position manuals, as directed;
- Provides audit support;
- Participates in ELC-EC conducted trainings and activities, as assigned.

This list of essential functions is not intended to be inclusive. The ELC-EC reserves the right to revise this job description as needed.

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Qualifications: *MINIMUM QUALIFICATIONS*

REQUIRED:

- Associates degree in Office Administration or another business-related field or equivalent experience;
- Five years administrative/clerical experience; and,
- Intermediate in Microsoft Office Suite.

PREFERRED:

- Bachelor's degree in Office Administration or another business-related field or equivalent experience;
- Seven years administrative/clerical experience; and,
- Advanced Microsoft Office Skills.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels;
- Ability to follow oral and written instructions;
- Ability to work under pressure and meet deadlines;
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Ability to perform mathematical solutions;
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Demonstrates effective time management skills;
- Knowledge records maintenance and business communications;
- Knowledge of agency policies and procedures;
- Ability to work with minimal or no supervision;
- Ability to supervise others;
- Ability to read, understand, and apply appropriate rules and regulations;
- Suitable experience with Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook;
- Must have excellent interpersonal, communication (both verbal and written) and organizational skills;
- Strong customer service skills;
- Ability to work collaboratively in a team-oriented environment;
- Ability to effectively prioritize tasks; and,
- Ability to work scheduled hours and willingness to work additional hours as needed.

- Other Requirements:**
- Maintains confidentiality with highly sensitive information;
 - Attends work related staff meetings and workshops as directed;
 - Participates in ELC-EC collaborative efforts as needed;
 - Follows the ELC-EC policy and procedure on reporting abuse and/or neglect;
 - Promotes and follows safety policies in the workplace;
 - Valid driver's license, appropriate insurance (or signed non-driver affidavit) and reliable transportation;
 - Must maintain Level II Background Screening;
 - May be subject to drug tests;
 - Maintains a professional, well-groomed appearance;
 - Enhances the organization's reputation by accepting ownership for accomplishing new and different requests;
 - Explores opportunities to add value to job accomplishments, and;
 - Contributes to team effort by accomplishing other various duties as assigned.

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Physical Demands:

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear;
- Must be able to lift and/or move up to 20 lbs; and,
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time.

Work Environment:

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;
- May be exposed to outside weather conditions;
- Temperature in the buildings may fluctuate;
- Children are present during normal operating hours; and,
- May require overnight travel.

Pay is \$15.00/hr. Please send resume to HR@ELC-EC.ORG