



Job Title:	Executive Assistant
Reports to:	Chief of Family Services
Supervised:	No
Job Code:	070
FLSA Status:	<input checked="" type="checkbox"/> exempt <input type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	Starting at \$52,000

Position Summary:

Provide professional, timely and efficient executive administrative support to the Chief of Family Services, to achieve the goals and objectives set forth by the Coalition. Serves as the primary point of contact for internal and external team members, partners, and community leaders on all matters pertaining to the Office of the Chief of Family Services. Attends all department meetings, compiling meeting materials, meeting preparation, and recording minutes. Must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Essential Job Functions

- Coordinates and prepares meeting materials for department meetings. Attends, prepares, and maintains department meeting minutes and attendance records.
- Sets up venues (onsite, offsite, or remote) and follows up on RSVPs for special events.
- Digitally maintains department meeting packets and minutes.
- Maintains all records in accordance with Florida's Open Records Law.

I. Chief of Family Service Support

- Provide administrative support to the Chief of Family Services in a professional manner maintaining organizational confidentiality.
- Address initial internal and external inquiries or requests for action exercising good judgment during the Chief of Family Services absence, consulting with others as appropriate.
- Maintains Chief of Family Services meeting calendar. Coordinate and monitor the schedule of the Chief of Family Services, setting appointments and briefing the Chief of Family Services each day.
- Maintains up to date listings of community partners and contacts. Conducts research as necessary, by phone or using the internet, as needed.
- Coordinate all travel arrangements for Chief of Family Services including purchasing airline tickets, hotel reservations; create and maintain the schedule for all trips including meetings, logistics and events.
- Serve as a liaison with the Finance Department to ensure timely preparation of expense reports, credit card logs, and other related invoices.
- Assist in compiling documents such as correspondence, forms, operational manual, reports, etc.

Executive Assistant

- Compose, prepare, and proofread correspondence and other communications for the Chief of Family Services. Drafts, prepares, and proofreads general correspondence, memos, and charts.
- Research and analyses data and develops reports for management decision making.
- Assist in the coordination and follow-up of special projects.
- Sorts all mail correspondence and reading materials in order of priority for the Chief of Family Services.
- Prioritizes the signing of documents.
- Maintains up-to-date knowledge and familiarity with Florida School Readiness Act (FS 411.01), the Voluntary Pre-Kindergarten Program (HB 1A) and other relevant federal, state, and local statutes, regulations and policies including their requirements and effect on local communities.

III. Customer Service

- Oversees the initial "public face" for visitors and incoming correspondence.
- Handles Chief of Family Services' messages (as assigned) to support effective and efficient communication with internal and external customers.
- Assists Chief of Family Services in addressing customers'/clients' concerns.

IV. Administrative Support

- Cooperates and works collaboratively with all departments and all levels of internal management and staff, providing emergency support as needed using exceptional interpersonal skills and good judgment.
- Maintains ELCOC SR & VPK Plan

(This Job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to plan, organize, coordinate multiple projects, set priorities, meet deadlines and follow-up on own and Chief of Family Services delegated assignments with little or no supervision.
- Knowledge of administrative and clerical procedures, equipment, and systems such as copier, fax, word processing, managing files and records, designing forms, and other office procedures as assigned.
- Proficiency in the operation and use of a personal computer, computer software applications (Microsoft Office Suite), and database (Salesforce). Ability to navigate and conduct research via the Internet.
- Knowledge of website construction and SharePoint functionality.
- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information and exercise sound judgment within scope of authority.
- Knowledge of customer service strategies and techniques.
- Knowledge of the Sunshine Law and Robert's Rules of Order.
- Ability to work collaboratively and foster teamwork amongst cross-functional teams.

- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels. Ability to establish and maintain effective working relationships with a variety of constituents.
 - The employee is required to stand, walk, stoop, and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.
 - Ability to identify and solve problems and positively deal with a variety of variables.
 - Must possess a valid Florida Driver's License with ability to travel and attend required meetings, including those held off-site and to commute to the Coalition offices.
 - Ability to work flexible/hours schedule i.e., occasional Saturdays, early mornings, or evening hours.
 - Professional appearance and presentation.
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Education and Experience:

- Minimum of Associates degree in business administration or a related field from an accredited college or university, Bachelor's degree preferred. Minimum of two years of experience in an Executive Assistant role, or an equivalent combination of education or experience directly related to the duties of the position.
- Demonstrate strong organizational skills with the ability to set priorities and effectively multi-task in a fast-paced environment.
- Possesses strong written and oral communication skills.

This job requires interaction with children from birth to five years old at coalition community and volunteer events.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)