

INTEGRATED SUPPORTS FOR LIVING, INC.

Job Description

JOB TITLE	Assistant to Board of Director's & Executive Team
REPORTS TO	Chief Executive Officer
DEPARTMENT NAME	Administration
PAY GRADE	PG900
DATE REVISED	11/6/18

PRIMARY PURPOSE

The Assistant to Board of Directors & Executive Team (also known as the Executive Assistant) is responsible for executive-level administrative aspects of IS Living's Board of Directors (Board) and members of IS Living's Executive Team.

This position is an integral member of both the Board and the Executive Team whose primary responsibilities support all centralized communications, executive coordination of corporate-wide initiatives, routine maintenance of public relation information, record management, administrative investigations, coordination of communication/information system maintenance, and meeting/event coordination to assist the Board and Executive Team in their effort to ensure those we serve have opportunities to live their lives in a way which maximizes their autonomy.

IS LIVING CORE COMMITMENTS:

- Be effective, accept responsibility and pursue competence;
- Offer quality, ethical and professional service that is transparent and appropriate;
- Be responsive, flexible, respectful, welcoming and professional in your communication and relationships;
- Offer enriching experiences through imagination and creativity that promotes both autonomy and comradery.

ESSENTIAL BOARD DUTIES AND RESPONSIBILITIES

- Drafts meeting agendas and other administrative documents.
- Transcribes, formalizes, ensures final approval execution and files all Board meeting minutes and supporting/accompanying documentation (hard copy and electronic).
- Distributes meeting Board meeting notices, agendas, minutes, Board Reports and any other necessary information.
- Secures meeting venues and all associated materials, supplies, food and beverages and logistics.
- Coordinates all Board-Related communications and scheduling.
- Maintains New Board Member Packets and participates in new Board member orientation.

ESSENTIAL EXECUTIVE TEAM DUTIES AND RESPONSIBILITIES

- Provide centralized reception and meeting coordination functions for the Executive Team.
- Direct inquiries and telephone calls, coordinate challenging meeting scheduling and related venue accommodations.
- Coordinate and attends Executive Team, Program Report, and other meetings as requested, including preparation of agendas, meeting materials, supplies, food and venues, and meeting minutes.
- Provide centralized general communications across departments.
- Chair Archive Committee, oversee records retention, records management and archiving procedures for the entire company.

- Coordinates all aspects of Policy & Procedure documentation including historical tracking, version control, final document production and archive management.
- Maintain and coordinate revisions to official forms and final Job Descriptions.
- Coordinates and trouble-shoots computer and communication systems, including shared directory oversight and acting as liaison with information technology, telephone, and internet providers.
- Maintain IS Living's websites, social media presence (i.e. Facebook) and other electronic promotional materials as required.

OTHER DUTIES AND RESPONSIBILITIES

- Assist the Administrative department with filing, new employee on-boarding, and routine coverage as needed.
- Assist managers and coordinators with various projects as assigned.
- Participates on multiple committees and serve as lead on at least one in support of corporate initiatives as opportunities arise.
- Perform other duties as required

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High school graduate, GED, or ability to obtain within six months of hire.
- Excellent Grammar & Spelling skills.
- 2 years of general reception experience and data entry.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- 2 years Administrative Assistant and/or Executive assistant experience.
- Demonstrated proficiency with Microsoft Office suite including Excel, Word, and Outlook.
- Proven ability to multitask and produce quality work while meeting time commitments and providing excellent collaboration and customer service.
- Previous calendar management and event planning background.

PHYSICAL DEMAND

A. The physical effort typically applied in this job includes:

<input checked="" type="checkbox"/> Lifting	<input type="checkbox"/> Pulling	<input type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

B. Check the box that best reflects the amount of effort typically applied and the frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				x
Between 1 & 5 lbs.		x		
Between 5 & 25 lbs.	x			
Between 25 & 60 lbs.	x			
More than 60 lbs.				

C. The effort reflected in the above chart is typically applied in the following work positions:

<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input checked="" type="checkbox"/> Stooping	<input type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

MENTAL OR VISUAL DEMAND

Intense and/or exacting mental and/or visual attention: this position involves visualizing, planning, multi-tasking, in high traffic area of administrative office.

WORKING CONDITIONS

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input checked="" type="checkbox"/> None			

B. The statement below best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above: The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.

ATTENDANCE

Compliance with general company standards is required.

SAFETY

Compliance with general company standards is required.

FLSA STATUS

Non-Exempt.

EEO CLASSIFICATION:

<input type="checkbox"/>	Executive/Senior Level Officials	<input checked="" type="checkbox"/>	Administrative Support Workers
<input type="checkbox"/>	First/Med-Level Officials & Managers	<input type="checkbox"/>	General Labor
<input type="checkbox"/>	Professional	<input type="checkbox"/>	Technical
<input type="checkbox"/>	Operative	<input type="checkbox"/>	Craft
<input type="checkbox"/>	Sales	<input type="checkbox"/>	Service Worker

AN EQUAL OPPORTUNITY EMPLOYER

Under the provisions of the Immigration Reform and Control Act of 1986, IS Living will require any person hired or rehired to provide evidence of identity and eligibility for employment.

12. SIGNATURES & DATES - The following signatures are required to confirm the accuracy and completeness of the Job Description; that essential functions are aligned with organization goals and objectives; to validate that it is clear, concise and supports compliance with legal considerations; and employee understanding of the job requirements. **NOTE:** Because jobs change, management reserves the right to add to or change the duties of the position at any time.

I, _____, Acknowledge Review of This Job Description.
(Employee's Name - PRINT Name)

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____