

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	2/17/20

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), the Chief Executive Officer, 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 coordination, 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 AND RESPONSIBILITIES

- Support to CEO with executive administration of all IS Living Board-related activities including but not limited to:
 - Draft meeting agendas, Board Reports, and other administrative documents.
 - Transcribe, formalize, ensure final approval execution and file/record management of all Board meeting minutes and supporting/accompanying documentation (hard copy and electronic).
 - Distribute meeting Board meeting notices with accompanying documents such as agendas, minutes, Board Reports and any other requested information.
 - Schedule routine and special Board meetings, secure meeting venues, generate all associated materials/supplies, food and beverages and logistics.
 - Coordinates all other Board-Related communications and scheduling.
 - Maintains New Board Member Packets and coordinates new Board member orientation.
- Support CEO with executive coordination and personal organization, anticipating scheduling conflicts, assist with prioritization, and forecasting.
- Exercise independent judgment necessary to carry out directives of the CEO and Executive Team balancing competing demands, including many urgent requests.
- Maintain and refine internal processes that support to the Executive Team, coordinating internal and external resources to expedite workflow.

- Manage communication between upper management and the workforce-at-large, coordinating with internal and external stakeholders on various projects and tasks.
- Coordinate challenging meetings/conference calls including meeting location, preparation of agendas, meeting materials, supplies, equipment, and any food arrangements. Capture and record meeting minutes as requested.
- Compose and draft correspondence, design forms and reports for the Executive Team. Ensure submitted correspondence is prepared efficiently, timely, and edited for correct grammar, punctuation, and clear content.
- Organize miscellaneous tasks and create opportunities for CEO to address multiple open items, while managing the follow up and execution.

OTHER DUTIES AND RESPONSIBILITIES

- 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 current records, coordinate and maintain record of revisions to official forms and final Job Descriptions.
- Coordinates and trouble-shoot computer and communication systems, including shared directory oversight and information technology needs, administers administrative telephone and internet system provider relations.
- Maintain IS Living's websites (update information, post News and Events, and perform routine maintenance functions), social media presence (i.e. Facebook) and other electronic promotional materials as required.
- Assign employee login access to corporate website employee page at onboarding for new employees and assist with login access for established employees per manager request as appropriate.
- Participates on committees or serve as lead on at least one committee 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.
- Must have excellent organizational skills, and strong oral and written communication skills.
- Must independently navigate challenges, prioritizing multiple requests while having a great, positive attitude while doing it.
- Must be resourceful, driving successful outcomes even from minimal information. Will need to invent processes and consistently deliver on them without direct oversight.
- Must be proficient with Microsoft Office suite including Excel, Word, and Outlook.
- Strong ability to multitask and produce quality work while meeting time commitments and providing excellent collaboration and customer service.
- Should be able to take control of various situations independently as they arise.
- Must to be able to work independently, motivate others, and meet deadlines.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- 2 years of experience, progressively responsible executive support experience is highly desirable.
- Previous Administrative Assistant and/or Executive assistant experience.
- Previous calendar management and event planning background preferred.
- Experience with social media or technology a plus.

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:

	Executive/Senior Level Officials	x	Administrative Support Workers
	First/Med-Level Officials & Managers		General Labor
	Professional		Technical
	Operative		Craft
	Sales		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: _____