

SUBJECT: **JOB/POSITION IDENTIFICATION**

JOB/POSITION TITLE: **Executive Assistant**
Non-Exempt / Full-time

SUPERVISOR'S TITLE: **Buffalo County Community Partner Executive Director**

POSITIONS SUPERVISED: None

Summary

The Executive Assistant provides assistance to the director to ensure efficient office operations through office coordination, communication, volunteer engagement and fiscal duties.

Major Accountabilities

1. Performs work with a positive attitude that reflects sensitivity and commitment to serving the needs of a diverse organization. Performs all other duties as assigned.
2. Supports the work of Buffalo County Community Partners by modeling collective impact practices and partnership building as a customer centered team member engaging volunteers in building a healthier Buffalo County.
3. Hours of work include 8:00 a.m. to 5:00 p.m.
4. Facilitate the work of the organization by compiling, organizing and processing information.
5. Support financial transparency of the organization assisting the director by;
 - a. Keeping and maintain financial filing and record keeping.
 - b. Ensuring financial policies are followed.
6. Assist the director in donor and volunteer engagement by supporting the development of events, activities, fundraising, direct communication and social media.
7. Support the work of coalitions/collaboratives by attending meetings as needed to provide technical assistance, record keeping, promotions, policy and procedures.
8. Work to relate, educate and integrate community efforts to meet the goals of the organization.
9. Serve as a part of a customer service team to the volunteers and donors by answering phones/emails, responding in a timely manner, engaging volunteers and organizations, seeking and naming connections or relationships to community efforts and making referrals.

Qualifications

1. Willingness to maintain the standards, carry out the purpose, and adhere to the policies of Buffalo County Community Partners, including federal, state and local grant policies and HIPPA requirements.

2. Some college required, with experience in coordinating events, activities or other collaborative efforts. Preferred college degree work include behavioral health, health promotion, family studies, social work, political science, organizational management, health/exercise science, public health or health administration.
3. Ability to prioritize work, and meet deadlines as required.
4. Knowledge of collective impact model for community engagement or interest in learning.
5. Experience in data driven decisions, working in groups, community facilitation, Microsoft Office programs (Excel) and willingness to learn data tracking software.
6. Ability to travel locally, in-state and out-of-state. Vehicle and valid driver's license for work related travel. Carry at least \$300,000 in automobile liability coverage.

This work necessarily involves sitting for extended periods of time, looking at computer monitor and typing on keyboard. This work may also involve lifting and carrying boxes and other loads of up to approximately 25 pounds.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.