



JOB POSTING

TITLE: Executive Assistant
STATUS: Part-time; Non-exempt; Mon-Thur 9a-3p
REPORTS TO: Executive Director
PAY RATE: \$19-22/hour, DOE

01.2024

PRIMARY FUNCTIONS:

EXECUTIVE SUPPORT:

- Completes a broad variety of administrative tasks for the Executive Director including: managing an active calendar of appointments, composing and preparing correspondence, welcoming visitors, and compiling documents/agendas for meetings.
- Plans, coordinates and ensures the Executive Director's schedule is followed and respected.
- Communicates directly, and on behalf of the Executive Director, with Board members, donors, staff, and others on matters related to the Executive Director's programmatic initiatives.
- Works closely and effectively with the Executive Director to keep them well informed of upcoming appointments and responsibilities.
- Provides day-of reminders to those who have scheduled meetings with the Executive Director to ensure attendance.
- Successfully completes critical aspects of deliverables with a hands-on approach, including: drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Executive Director's ability to effectively lead VOC.
- Completes projects and special assignments by establishing objectives, determining priorities, managing time, facilitating the cooperation of others, monitoring progress, and making adjustments to plans as needed.
- Maintains the strictest level of confidentiality and completes all job functions ethically and in a culturally competent manner.
- Maintains agency records in compliance with record retention policies.

BOARD SUPPORT AND LIAISON:

- Serves as the Executive Director's liaison to VOC's Board of Directors.
- Manages Board activities, including: scheduling monthly Board and Board Committee meetings, coordinating Board meetings including catering and clean-up, coordinating new Board member orientations, and taking minutes during Board and Board Committee meetings. Coordinates follow-up action items and activities in a timely fashion.
- Maintains Board calendar of activities to ensure compliance with reporting requirements and nonprofit regulatory guidelines and mandates.
- Takes the lead on compiling, assembling, and distributing Board meeting materials in advance.

OFFICE SUPPORT:

- Responsible for key resources such as staff phone rosters, agency forms, and other frequently used items.
- Serves as a member of additional teams and groups at VOC and in the community when relevant.
- Pursues professional development opportunities and participates in relevant VOC trainings.

QUALIFICATIONS:

- Excellent verbal and written communications skills with a nonjudgmental approach that reflects cultural competency and sensitivity to the unique needs and diverse experiences of the individuals served.
- Must possess the ability to engage and maintain positive relationships with veterans and their family members; as well as develop collaborative relationships with VOC personnel and community stakeholders.
- Effective interpersonal communication skills; a willingness to be helpful, flexible, patient, and creative; and the ability to remain calm during crisis situations required.
- Organizational skills, time management and demonstrated ability to collect data, write reports and maintain accurate and timely client files.
- Reliable, accountable, and capable of maintaining confidentiality.
- Valid New York State driver's license and own reliable vehicle.
- Available to work occasional evening and weekend hours.
- Strong ethical character with ability to abide by VOC values of Respect, Integrity, Service and Excellence.

Veterans Outreach Center, Inc. is an equal opportunity employer.

Veterans of the U.S. Armed Forces are encouraged to apply.