

SPECIAL SERVICE FOR GROUPS  
**JOB ANNOUNCEMENT**

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**Title:** Executive Assistant

**Division:** HOPICS

**FLSA:** Non-Exempt, 30-40 hours/week

**Supervisor:** Director of HOPICS

**Pay Range or Rate:** DOE

**Revised:** 12.21.20

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Summary

Performs administrative duties for senior/executive management. Responsibilities may include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; drafting written documents, training and supporting other administrative staff; and customer relations.

Essential Functions

- Prepare and edit correspondence, communications, presentations and other documents
- Design and maintain databases
- Review financial assistance and other check request for quality control
- File and retrieve documents and reference materials
- Conduct research, collect and analyze data to prepare reports and documents
- Manage and maintain executives' schedules, appointments and travel arrangements
- Arrange and co-ordinate meetings and events
- Record, transcribe and distribute minutes of meetings
- Monitor, screen, respond to and distribute incoming communications
- Answer and manage incoming calls
- Receive and interact with incoming visitors
- Liaise with internal staff at all levels
- Interact with external partner organizations
- Co-ordinate project-based work
- Provide scheduling and calendar maintenance support
- Analyze and accumulate submitted management reports
- Review operating practices and implement improvements where necessary
- Provide training as necessary and appropriate train lower level staff
- Must utilize processor, create spreadsheets and database applications and conduct internet research as necessary.
- Develop flow charts, organizational charts, and other visual aid materials
- Coordinate, plan and set-up for meetings
- Provide administrative support to the Director
- Provide support to communications platforms, branding, and website
- Work collaboratively with program staff, agency partners and outside agencies;
- Attend in all mandatory program and division meetings and trainings, as assigned by his/her supervisor and division director.
- Support for special projects
- Assist with preparation for meetings and trainings and other group sessions as assigned
- Maintain appropriate boundaries; and adhere to SSG's Code of Ethics and HOPICS Core Values.
- Represent the Agency in a professional manner at meetings and community events.
- Maintain files/records on client services in compliance with HIPAA, 42 CFR Part 2 and other funding requirements for audit purposes.
- Regular attendance required.

- Other duties as needed.

### Secondary Functions

Perform other duties as assigned Overtime, holiday, or weekend work may be required periodically.

### Supervisory Responsibilities

This position does not have any supervisory responsibilities.

### Environmental Conditions (Working Conditions)

This position is responsible to work in “client friendly” environments and may be required to visit other shelters and partner agencies. There is some responsibility to work in noisy environments where children and unstable adults are few to talk loud and expressive.

### Physical Requirements

S/he typically spends time sitting, standing, reading, writing, walking, thinking, filing, reaching, stapling and binding, typing, driving, carrying (max 25lbs), thinking, listening, and speaking.

### Mental Requirements

This position will require the individual be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules: to be able to process information, think and conceptualize.

### Minimum Qualifications - Knowledge, Skills and Abilities Required

Bachelor’s Degree in Business administration, organizational leadership, human services or a related field. More than two years of administrative support or analyst experience. High proficiency in Microsoft Word, Excel, PowerPoint, Visio (or similar software), Constant Contact (or similar web-based applications), and Internet. If in recovery, a minimum of three (3) years of being drug and alcohol free is required. Knowledge of basic filing structure, ability to organize and manage multiple priorities. Ability to do concise documentation and effectively communicate in written and verbal form. Experience working with individuals from diverse culture, ethnic and socio-economic backgrounds. Neat and professional appearance. Attention to detail and punctuality are required; Ability to communicate effectively, both written and orally required. TB test, CPR and First Aid certification required. **(Note: Results may not be more than (3) months prior to or (7) days after date of hire and renewed annual thereafter.)**

*Special Service for Groups is an Equal Opportunity Employer*

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Please email your resume to: [jobs@hopics.org](mailto:jobs@hopics.org)

Include the position title “Executive Assistant” in the Subject