



POSITION DESCRIPTION

Position Title: Executive Assistant – Public Affairs

Date: December 2023

Written/Revised

Reports To: VP, Public Affairs

Department: Administration

Type: Non-Exempt

POSITION PURPOSE:

This position provides administrative support for the vice president of Public Affairs, Director of Programs & Quality, MOTION Coalition, Finance Department, and manager of Public Affairs.

QUALIFICATIONS:

Associate degree from an accredited college and a minimum of 5 years of experience or high school diploma and 10 years of experience. Must have administrative assistant experience with demonstrated ability to execute multiple complex tasks across multiple operational areas. Flexibility to be able to move between activities and duties quickly if priorities change. Strong interpersonal, written, and verbal communication skills required. Excellent organizational skills with an ability to perform in a fast-paced, deadline-oriented work environment required. Ability to work well with other support staff, executive staff and Board and Committee members. Demonstrated ability to manage an Executive's calendar and excellent minute taking and editing skills. Computer literacy, including an understanding of basic office tools such as office 360, Teams, Excel and ZOOM skills. Valid driver's licenses required. Reliable transportation required.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Create welcoming environment by greeting guests, answering the phones internally, and mobile phone during remote hybrid schedule.
- Retrieves mail, documents, packages, and courier deliveries, process and records incoming checks, and distributes items.
- Provide administrative support for the MOTION Coalition and Schweitzer Fellowship, prepare meeting minutes, coordinate conference rooms and/or space and other provisions (ex: lunch, equipment).
- Schedule meetings and attend communication team engagements.
- Provide logistics support for publicity/project work.
- Assists in planning and coordinating promotional special events including outreach and community events.
- Provides information to visitors and/or other interested parties and provides routine external liaison in one or more of a range of contexts, such as coordinating visitor center operations, and media events.

- Provide support to the Budget and Finance Committee including preparing the packet for distribution and preparing minutes.
- Maintains database records and files including mailing and publication distribution information.
- Monitor the calendars and deadline requirements for the VP, Public Affairs and the Chief Financial Officer.
- Proof-reads public relations materials including news releases, articles, and newsletters.
- Assists in overseeing the production of promotional printed materials including catalogs, brochures, and flyers.
- May coordinate communications with the media (for example, by developing a list of experts within the university community to respond to media inquiries); may schedule university faculty and staff as speakers for community groups.
- Coordinates MOTION Coalition activities, including but not limited to:
 - Quarterly meetings.
 - High level communication with Chairs and steering committee.
 - Annual Summit Planning event and other associated activities.
- Supports Hope Academy Family Health Center Community Advisory Committee (CAC).
- Performs miscellaneous job-related duties as assigned.

WORKING CONDITIONS:

1. Must be able to work a flexible schedule including some evenings and weekends (per agency requirements).
2. Able to complete duties under stress, deadlines, and while attending to multiple duties simultaneously.
3. Prolonged computer related exposure, as well as sitting and standing at workstations for long periods of time.

The above job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.

Employee

Name:

DATE:
