



JOB DESCRIPTION

POSITION: EXECUTIVE ASSISTANT

DEPARTMENT: ADMINISTRATION

REPORTS TO: CHIEF EXECUTIVE OFFICER

ORGANIZATION

Boys and Girls Country's mission is to change the lives of children from families in crisis by loving and nurturing children in a Christian home, raising them to become self-sustaining and contributing adults. Boys and Girls Country serves up to 88 boys and girls aged five to eighteen and thirteen young adults in our College and Career program. Boys and Girls Country is located 35 miles northwest of Houston (www.boysandgirlscountry.org).

POSITION SUMMARY

The Executive Assistant reports directly to the Chief Executive Officer and provides high-level, confidential administrative support to the Chief Executive Officer. This is a professional position with Full Time 40 hour work week. The Executive Assistant is responsible for providing oversight for the Administrative office to ensure operations of such are efficient at all times.

ROLES AND RESPONSIBILITIES

- Performs executive-level and confidential assignments for the Chief Executive Officer utilizing detailed knowledge of the organization's operations and procedures.
- Exercises discretion and independent judgment with respect to matters of significance, i.e., confidential matters between the Chief Executive Officer and Board of Directors, donors, and Management Team.
- Prepares signature-ready correspondence, compiles surveys, initiates reports, and prepares other documents as required by the Chief Executive Officer.
- Monitors, responds to, and distributes internal and external communications.
- Maintain accurate database of contacts for the Chief Executive Officer routinely importing into Outlook.

- Creates and maintains confidential records management system.
- Takes minutes for organization as requested by the Chief Executive Officer; work with Chief Executive Officer to ensure follow up of meetings is undertaken as required.
- Create/draft correspondence for Chief Executive Officer to send out to Board, donors, staff, etc.
- Creates and maintains policies and procedures as applicable. Provides oversight and management for the upkeep of Policy and Procedures manual to ensure that policies and procedures are reviewed, revised, and updated on an annual basis.
- Responsible for the administrative support of the Director of Human Resources. This includes but is not limited to:
 - ✓ New Hire Orientation
 - ✓ Tenure awards and gifting
 - ✓ Business card orders
 - ✓ Ordering of staff shirts, badges, business cards
 - ✓ Staff lists for the HR Department
- Assists Department Directors on the Management Team with luncheons, workshops and meeting preparation.
- Assist Department Directors on the Management team with interdepartmental information and reporting.
- Responsible for tenure anniversary gifts for employees to receive at the community meetings; ordering, engraving, certificates, etc.
- Ensures that the office functions efficiently and that staff has the tools and equipment they need for their job.
- Communicates accurate and timely information to staff, as needed.
- Serve as member of the Boys and Girls Country Performance and Quality Improvement committee

POSITION QUALIFICATIONS

- Must be at least 21 years of age.
- Must be cleared through a criminal background and FBI finger print investigation.
- Must be cleared through a drug test panel.
- All staff who have contact with students must be tested for tuberculosis before the staff is assigned a responsibility to care for students
- Must complete or have current CPR and First Aid training within 90 days of employment
- Must attend orientation and pre-service training prior to being assigned responsibility for the care of students.
- High School diploma required
- Associates or Bachelor's Degree preferred
- Minimum of five years' Executive Assistant experience.
- Office management experience preferred.
- Excellent computer skills required, including Microsoft Office (Word, Excel). Typing skills should be at a minimum of 70 words per minute.
- Knowledge of office equipment.

- Excellent organizational skills and ability to work well with all levels of Management including members of the organization's Board of Directors.
- Ability to multi-task required as well as ability to handle several projects at once. Meets deadlines as assigned.
- Attention to detail is critical. Must have the ability to complete assigned projects as directed by the Chief Executive Officer without supervision.
- Generally, this position works independently and with little or no supervision. To this end, this position is responsible for making many independent judgments and exercising discretion at all times
- Training and/or designation as a Kaleidacare administrator to ensure proper data entry and integrity.
- Annual training/CEU's required for specific licensure and staff development