**Job Posting – 06/06/2025**

**Executive Assistant**

**SUMMARY OF POSTION:**

The Executive Assistant assists with daily operational activities related to those who serve on the Executive Team, the Chief Executive Officer, the Chief Financial Officer, the Chief Operating Officer and the Director of Clinical Services.

**ESSENTIAL FUNCTIONS:**

The responsibilities of this position enumerated below, involve significant physical activities including standing, lifting (up to 50 pounds unassisted), bending, stooping, pushing, pulling, twisting, manual and finger dexterity and eye-hand coordination. Requires the ability to operate office equipment, computers, and the office telephone system.

**DUTIES:**

1. Performs clerical tasks, typing, filing, and preparing mailings.
2. Performs data entry and the mailing of correspondence for fundraising activities and donations and memorials if needed.
3. Maintains schedule of all Executive Team members.
4. Schedules and arranges all staff travel, including flights, accommodations and conference registrations.
5. Serves as key individual in organization in regards to contracts and contracting. Makes sure contract books, binders, and folders are always up-to-date with current required information. Devises and utilizes a contract spreadsheet to ensure accurate and current contract information.
6. Prepares and mails board reports.
7. Takes and prepares minutes from board and other committee meetings.
8. Answers telephones. Takes accurate messages, page staff as necessary.
9. Transfers phone to answering service.
10. Stays within budgeted amounts assigned by the CEO.
11. Assists the Executive Team in ensuring compliance with all regulatory and accrediting agencies.
12. Assists CEO, CFO, COO and DOCS with various projects and presentations for the community, staff and/or board.
13. Adheres to all policies, procedures and regulations regarding patient care, conduct, safety, fire, security, risk management and patient privacy rules.
14. Performs other duties as assigned.

**CORE VALUES:**

Our core values (listed below) are the best of who we are and the culture we purposefully and intentionally live by.

* Hard-Working, Thorough and Accountable
* Joyful, Lighthearted, Humorous and Fun
* Eager to Serve With Compassion
* Respectful, Encouraging, and Empowering to Everyone, including Self

**QUALIFICATIONS:**

* High School Diploma with at least two years of experience in an administrative assistant position.
* Ability to establish and maintain effective working relationships with other employees, board members, and the general public.
* Demonstrates effective verbal and written communication skills.
* Must have the ability to perform work of a detailed nature and avoid error, and the ability to adapt to fluctuating situations.
* Excellent grammar and punctuation skills.
* Able to manage several projects at once.
* Strong keyboarding skills.
* Must posses an in depth understanding of Microsoft Word, Excel, Power Point and other software programs.