

VOLUNTEER FLORIDA
Position Description

Employee Name

Reports To:

Chief Executive Officer

Job Title

Executive Assistant

Working Hours:

Monday – Friday | 8:00 – 5:00

(Hours may vary as necessary.)

The Executive Assistant position has the following three primary areas of responsibility:

Main Duties and Responsibilities

Office Management

- Responsible for general office management.
- Serves as the Records Management Liaison Officer in accordance with Florida Statute and the Florida Administrative Code.
- Serves as primary office receptionist.
- Schedules and arranges organizational meetings and conferences.
- Prepares and formats interoffice communications including, letters, reports, presentations and confidential documents.
- Manage office space and serve as primary point of contact with building management for building maintenance and parking lot matters.
- Responsible to assure proper maintenance and operation of office equipment.

Executive Assistant

- Serves as administrative assistant to the CEO and supports other staff as needed.
- Serves as the central point of contact for the CEO's office when responding to general inquiries.
- Coordinates the CEO's travel itineraries. Responsible for making travel arrangements including, securing airline reservations, car rental and hotel accommodations. Processes travel authorizations and travel reimbursement expense reports for the CEO.
- Reviews, sorts and appropriately routes mail directed to the CEO's office. Prepares independent responses to routine inquiries.
- Manages the CEO's calendar.

Board Liaison

- Serves as liaison to the Commissioners and Foundation Board at the direction of the CEO.
- Schedules and arranges Commission and Foundation Board meetings.
- Processes travel authorizations and travel reimbursement expense reports for Commissioners and members of the Foundation Board.
- Responsible for making travel arrangements including: securing airline reservations, car rental and hotel accommodations for Commissioners and members of the Foundation Board. Assists Commission and

VOLUNTEER FLORIDA

Position Description

Foundation Board members with individual travel needs related to the business of the Commission or Foundation as requested.

- Coordinates administrative and logistical arrangements for each Commission and Foundation Board meetings including, securing adequate facilities, arranging for needed equipment and maintaining necessary meeting materials.
- Provides notices for all meetings of the Commission and Foundation in compliance with current Florida Statutes.
- Prepares and assimilates agenda, reference manuals and other items for Commission and Foundation meetings.
- Works with staff to insure Commission and Foundation meeting agendas and meeting materials are positioned on the web site for public viewing.
- Attends routine Commission, Foundation and committee meetings to assist with meeting preparation and organization; serves as recording secretary for purposes of minute preparation.

Other Duties and Responsibilities:

- Responsible for intern recruitment and to assist department heads with intern management and oversight.
- Maintains contact with organizational stakeholders, partners, civic and business leaders and government officials as necessary.
- Manage special projects as necessary.
- Performs other related duties as assigned.
- Provides support to Emergency Support Function (ESF) 15 operations as required.

Knowledge, Skills and Abilities Required:

- Knowledge of office and administrative operations.
- Knowledge of inter-and intra-office correspondence, including postal regulations.
- Knowledge of file systems and records retention schedules.
- Knowledge of various techniques for researching information from a range of areas.
- Knowledge of office procedures for an executive management setting.
- Skilled in operating a personal computer and software applications.
- Administrative and organizational skills.
- Public relations skills.
- Skilled in reading comprehension and proofreading.
- Skilled in effective telephone communications.
- Ability to maintain a high level of public contact on a national, statewide and local basis.
- Ability to communicate orally and in writing with public officials, agency personnel, volunteers, private business owners and employees.
- Ability to independently prioritize, multi-task and follow through on complex and broad assignments while also being able to work as part of a team.
- Ability to make independent decisions of significance.

VOLUNTEER FLORIDA
Position Description

- Ability to think independently and prioritize tasks and work assignments.
- Ability to work effectively with staff, nonprofit organizations, government agencies and organizations on a statewide basis.
- Ability to plan meetings, training events, executive functions and site visits.
- Ability to travel on a statewide basis, as necessary.
- Ability to use independent judgment in coordinating and handling a wide variety of complex administrative and program issues and activities.
- Ability to coordinate official meetings, executive functions and matters that are of a public nature.
- Ability to maintain confidentiality.
- Ability to handle multiple priorities and tasks which are complex and broad in nature.
- Ability to effectively manage time, coordinate meetings and schedule travel arrangements in a fast paced, executive environment.
- Ability to adjust to organizational changes.
- Ability to update technical skills as needed to perform functions of the office.
- Ability to coordinate and work effectively with all departments within the Commission.
- Ability to foresee potential problems before they occur and work toward a solution.

Education and Experience Requirements:

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- Bachelor's Degree from an accredited college or university.
 - Experience in administration, organizational oversight and/or office systems.

Employee Signature:

Date:

Supervisor's Signature:

Date:

Administration:

Date: