

VOLUNTEER FLORIDA

Position Description

Effective: April 10, 2019

Employee Name

Reports To:

Chief Executive Officer

Job Title

Executive Assistant

Working Hours:

Monday–Friday, 8:00 AM to 5:00 PM
(Hours may vary as necessary.)

Main Duties and Responsibilities:

Executive Assistant

- Serves as executive assistant to Volunteer Florida Executive Leadership
- 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.
- Prepares and formats interoffice communications including, letters, reports, presentations and confidential documents.
- Manages the CEO's calendar.
- Schedules and arranges organizational meetings and conferences.
- Maintains contact with organizational stakeholders, partners, civic and business leaders and government officials as necessary.
- Assists with general office management.
- Serves as the Records Management Liaison Officer in accordance with Florida Statute and the Florida Administrative Code.

Board Assistant

- 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

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hotel accommodations for Commissioners and members of the Foundation Board. Assists Commission and Foundation Board members with individual travel needs related to the business of the Commission or Foundation as requested.

- Assists with the administrative and logistical arrangements for each Commission and Foundation gathering 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.
- Attends routine Commission, Foundation and Committee meetings to assist with meeting preparation and organization; serves as recording secretary for purposes of minute preparation.

Secondary Duties and Responsibilities:

- 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 in an executive management setting
- 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
- Skilled in operating a personal computer and software applications.
- Administrative and organizational 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 effectively both verbally, with a wide range of stakeholders
- Ability to independently prioritize, multi-task and follow through on complex and broad

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assignments while also being able to work as part of a team.

- 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 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 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:

- 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:
