



JOB TITLE: INTERIM EXECUTIVE ADMINISTRATIVE ASSISTANT I
FLSA STATUS: Exempt
REPORTS TO: Vice President of Compliance
SALARY: From \$45,000

PRIMARY PURPOSE OF JOB

The Interim Executive Administrative Assistant I, to the Vice Presidents of Abilities First, is responsible for coordination and support activities to the Vice Presidents to ensure efficient, effective, and timely completion of processes to staff and Board. The Interim Executive Administrative Assistant I will report directly to the Vice President of Compliance.

This description may not include all of the duties, knowledge, skills, or abilities associated with this position.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

- Maintain and coordinate the Vice Presidents' schedules. This includes developing and coordinating any needed documents or gathering of information that the Vice President's may need at any time.
- Maintain and organize records and documents.
- Work closely with and cross train essential functions with the Executive Administrative Assistant II.
- Make quick and efficient decisions regarding issues that impede the daily functions of the Abilities First offices and locations.
- Perform daily correspondence duties including receiving and sending daily mail.
- Monitor incoming faxes and distribute to appropriate staff.
- Maintain administrative files.
- Prepare agendas and transcribe minutes for meetings.
- Coordinate and distribute information as directed.
- Uphold strict confidentiality standards for secure handling of sensitive information.
- Adhere to the highest ethical standards, fostering a culture of integrity and responsible conduct in all professional interactions and decisions.
- Availability to attend all Abilities First and Friends of Abilities First Board meetings on request.
- Prepare and maintain agreements, letters, memos, reports, etc., from written or verbal instructions.
- Answer telephones, type, file, copy, fax, email, and other duties as assigned.
- Serve on the Health and Safety Committee.
- Participate in Leadership Team meetings and record minutes as directed.
- Attend staff meetings concerning new or revised policies and procedures and implement information accordingly.
- Must be able to pass a background screening.
- Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must have reliable high-speed internet to work remotely from home with provided laptop and office equipment.
- Must be able to drive locally for work-related assignments.
- Perform other related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to make independent decisions regarding office management and issues that if not immediately addressed would impede the function of the organization.
- Ability to coordinate and obtain various resources needed to maintain a well, organized, and healthy work environment for Abilities First.
- Highly organized and detail oriented.
- Self-directed and able to work independently with minimal supervision.
- Ability to identify and resolve problems in a timely manner by gathering and analyzing information skillfully, developing alternative solutions, working well with others to implement solutions, and using reason while dealing with emotional topics.
- Experienced in multitasking (juggle assignments from several simultaneous projects).
- Excellent communication skills both verbally and in writing.
- Intermediate knowledge of bookkeeping.
- Ability to manage crises quickly and effectively.
- Ability to identify potential abuse and neglect situation and follow protocol according to all applicable regulatory requirements.
- Ability to bend, sit, stand, and stoop.
- Ability to establish effective working relationships with co-workers and the public.
- Demonstrates a professional work ethic.
- Light lifting required. Extensive sitting.

CORE COMPETENCIES

- Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Continuous Improvement – Originating action to improve existing conditions and processes, identifying improvements opportunities, generating ideas, and implementing solutions.
- Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.
- Decision Making – Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- Engagement Readiness – Demonstrating a willingness to commit to one's work and to invest one's time, talent, and best efforts in accomplishing organizational goals.
- Leadership Disposition – Demonstrating the traits, inclinations, and dispositions that characterize successful leaders; exhibiting behavior styles that meet the demands of the leader role.

- Planning and Organizing – Establishing courses of action for self and others to ensure that work is completed effectively.
- Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Technical/Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area, keeping up with current developments and trends in area of expertise.

EXPERIENCE AND EDUCATION

- Requires a bachelor’s degree from an accredited college or university and a minimum of 5 years of experience as an Executive Assistant.
- Requires excellent oral and written communication, organizational skills, and interpersonal skills.
- Extensive knowledge of operations of office equipment and computer software, including but not limited to MS Office Suite.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and focus on computer for an extended period.				X
Hearing: Must be able to hear well enough to communicate with coworkers and general public.				X
Sitting: Must be able to sit for long periods of time.				X
Standing/Walking: Must be able to move about the work area.			x	
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet.	X			

Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Driving: Must be able to drive locally for work-related assignments.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

- The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.
- Works in an office environment with the option for some remote work.
- Abilities First offers a flexible schedule and relaxed environment.

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date

Created 12.13.23