



Position: Executive Assistant

Reports to: Chief Executive Officer

Supervises: Front Desk at the Archbishop Noll Catholic Center

Department: Administration

FSLA Status: Regular, Exempt

Position Summary:

Provides a range of executive-level secretarial, administrative and project support services to the Chief Executive Officer (CEO) and other members of the executive team, as assigned by CEO.

Essential Duties/ Responsibilities:

- Represents the CEO's office and Catholic Charities and performs duties with outmost professionalism and integrity; adheres unswervingly to the Catholic identity and values of the corporation while operating in this role; upholds a strict level of confidentiality and ethical decision-making and communication
- Anticipates the CEO's professional needs (i.e., referring to schedule, calendar, upcoming events, etc.) and plans accordingly to allow CEO to focus her/his time on the strategic aspects of leading the corporation
- Performs administrative functions such as preparing executive correspondence, receiving visitors, arranging conference calls and scheduling meetings for CEO and/or designees; manages travel itineraries
- Uses excellent judgment and discretion, employs resourcefulness, and conserves CEO's time when responding to telephone calls to and information requests of the CEO and determining appropriate access or redirection
- Consistently maximizes productivity without compromising quality
- Opens, sorts and distributes CEO's mail and correspondence
- Serves as a member of the corporation's leadership team, and participates in maintaining a healthy team and agency culture; maintains information flow as directed by CEO
- Participates and supports the agency's "meeting rhythms" system
- Prepares internal and external corporate documents; creates and maintains an effective system for the filing and retrieving corporate documents
- Provides excellent service to the corporation's board of directors; coordinates intake paperwork and other onboarding processes for newly approved board members; ensures that required documents are updated annually and placed in each board member's confidential file
- Attends quarterly and annual board meetings; records and types minutes; attains signature of board secretary's signature on approved minutes
- Provides a range of word processing/typing/transcription services including correspondence, letters, memoranda, proposals, detailed reports and billings. Must be knowledgeable and creative in the use of advanced word processing functions.
- Operates a range of automated and standard office equipment, including a computer, typewriter, internet, transcription equipment, fax, photocopy and postage machines.
- Coordinate and track home studies paperwork for adoptive parents. Correspond with clients, attorneys and court.

- Copy and maintain adoption files and database.
- Supervises receptionist and support staff in the Fort Wayne office
- Assists with special projects (e.g., grants, grant reporting, site visits, human resources tasks, etc.) as assigned
- Coordinates and ensures necessary arrangements are made in support of various meetings and trainings. Attends meetings and prepares minutes as necessary.
- Completes administrative documentation and submits information as appropriate. Assures compliance with documentation requirements. Prepares reports as required.
- Maintains schedules and oversees the use of the meeting rooms in Fort Wayne.
- Provides backup to other support staff positions, such as front desk, as required.

Conditions of Employment:

- Valid Driver's License with clean driving record.
- Reliable vehicle with personal vehicle liability insurance coverage of \$100,000 per person and \$300,000 per occurrence.
- Proficient in Internet, word processing, spreadsheet, and e-mail applications (prefer Microsoft Office).

Minimum Job Requirements:

- Minimum of a high school diploma and at least 3 years of executive level administrative assistant (or paralegal) experience required; associates degree in business or office administration preferred
- Proficiency in Microsoft Office software (e.g., Word, Excel, PowerPoint) required.
- Must demonstrate outstanding written and oral communication skills; scrupulous about details
- Able to type a minimum of 60 WPM
- Must possess demonstrable rapport-building, relationship and customer service skills
- An evident self-starter and good/appropriate manager of conflict, with a convincing commitment to results
- Ability to tolerate, yet manage, interruptions and juggle multiple priorities
- Open direct and clear communicator. A schedule flexible enough to work over-time when needed, and travel if necessary

Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirement needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Prior to Hire Requirements

Must be willing to submit to:

- Physical
- Drug and Mantoux screens
- Local and federal criminal background checks
- Child welfare registry screening

Post Hire Requirements:

- Submit to driving record checks, drug testing and/or criminal history checks.
- Participate in meetings, activities, in-services, committees and trainings as required by the agency.
- Comply with agency mission, code of ethics, demonstrate respect for Catholic social teaching and tradition, agency policies and procedures, including confidentiality; COA accreditation standards; all funding, program, legal, regulatory and licensing requirements.

Disclaimer:

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.

- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and duties required.
- Nothing in this job description restricts the agency's right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature

Date