

INDIANA BLACK EXPO, INC.
Program Administrative (Executive) Assistant
Position Description

Department: Administration

Reports To: Chief Operating Officer

Direct Reports: No

Employment Status: Full-time

FLSA Status: Non-exempt

Pay Status: Hourly

Position Summary

Working under the direction of the Chief Operating Officer, the Executive Assistant will provide administrative support to the President's Office and Administration departments as directed. The Executive Assistant will regularly, frequently, and independently interface with department Directors, Managers, and others in the organization in performing his or her duties, requiring considerable discretion, initiative, and confidentiality. The Executive Assistant will ensure adequate preparation for meetings, presentations, etc., and collaborate with other administrative support staff to build operational efficiencies between departments.

Duties and Responsibilities

- Provides office management and administrative services for the Senior Leadership, including maintaining calendars and updating mailing lists, reservations and travel arrangements, phone calls, mail, and visitors, managing electronic databases, keeping files, and filing system upkeep
- Assists Senior Leadership with preparation for meetings, attending meetings and taking notes, and ensuring appropriate follow-up with minimal appointment/meeting conflicts
- Serves as backup for meetings or ensures appropriate replacement when the Chief Operating Officer has unexpected conflicts
- Independently compiles and prepares correspondence and reports relating to, and on behalf of the Senior Leadership, and develops presentations and briefings for the President & CEO and Chief Operating Officer as required
- Edits, proofreads, and reviews items before distribution and the Chief Operating Officer's signature
- Assists with the creation and preparation of presentations (particularly PowerPoint presentations) as well as possesses the ability to independently create well-polished presentations
- Exercises excellent judgment and discretion with confidential or sensitive materials
- Manages multiple priorities and works effectively under tight deadlines
- Manages calendars to include the coordination of meetings
- Always maintains discretion and confidentiality
- Manages and provides coverage at the front desk as scheduled and needed
- Performs other duties and undertakes special tasks as required or directed

Minimum Core Competencies

Program (Executive) Assistant, Administration

At least 3 years of experience in administrative support at the departmental level. A bachelor's degree is preferred. Proficiency in MS Office, including MS Word, Excel, PowerPoint, and Outlook required. Must have a history that demonstrates:

- Ability to effectively interact with the public, by phone and face to face.
- Ability to produce quality work which includes thoroughness, absence of errors, neatness, and organization of individual's work and work area
- Sound job knowledge including the blending and application of job-related education, experience, and skills to meet the requirements of the job
- Routinely anticipates work requirements and makes necessary preparations and provisions for allotting time and resources to complete work assignments
- Independent thinking and resourcefulness and a willingness to suggest innovative ideas or opinions for improvements. Voluntarily starts projects and attempts non-routine tasks when necessary
- Dependability and trustworthiness to adhere to all organizational policies, rules, and regulations. Follows instructions, completes tasks when due, and keeps supervisors informed of all key activities
- Ability to work independently, or as a team with a supervisor, co-workers, and volunteers
- Capacity to make reasonable choices and the ability to define and analyze problems or situations. When necessary, routinely takes the proper course of action and weighs benefits against costs.
- Strong verbal communication skills including the ability to speak and be understood, to listen actively, and to answer questions accurately and in a timely manner
- Strong written communication skills and produce concise, readable, and effective written documents
- Resiliency to changes in procedures, assignments, situations, or management decisions.
- Understand the organization's mission, vision, and goals
- Ability to utilize performance feedback for professional growth & development
- A positive attitude, and is seldom late or absent

Contacts

Internal: Daily contact with staff at all levels and the public

External: On occasion may interface with the Board of Directors, constituents, sponsors, media, chapter representatives, and other senior leadership

Working Conditions

- Normal office environment with little exposure to excessive noise, dust, temperature, and the like
- Regular exposure to desktop and laptop computers and other electronic communications equipment, on and off-site event participation, and periodic travel

ADA Requirements

Program (Executive) Assistant, Administration

Communicate:	Heavy communications by telephone, face-to-face
Dexterity:	Required for heavy keyboard use and heavy paper handling
Detect:	Required to review detailed proposals/forms/contracts, conduct research, travel, view computer monitor, and make individual presentations
Stationary position:	Required for the ability to remain in the stationary position for 50 percent of the time
Transport:	Required to lift equipment, files, and other items up to 20 lbs from the floor needed to travel locally/nationally
Traverse:	Required to ascend/descend stairs

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed. It is not intended to be an exhaustive list of all related duties that may be requested to be performed.