

**South Central Community Action Program, Inc.**  
**Position Description**

**Position Title:** Executive Director Administrative Assistant

**Department:** Administration

**Pay Grade:** 9

**Reports To:** Executive Director

**Position Status:** Full Time/Exempt

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**Purpose of Position**

Under supervision of the Executive Director, the Executive Director Administrative Assistant provides assistance and support to the Executive Director as needed with compliance, development, and overseeing the daily program operations of the Agency. The Executive Director Administrative Assistant will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. commitment to helping people.

**Essential Duties and Responsibilities**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Provides clerical support to the Executive Director.
- Receives telephone inquiries for the Executive Director and relays messages to and from the Executive Director.
- Assists Executive Director with the annual Grantee Plan in gathering, assembling, and submitting information for the Grantee Plan to the funding source.
- Assists Executive Director with the annual Community Service Block Grant (CSBG) Report in gathering, assembling, and submitting information to the funding source.
- Assists Executive Director and the Director of Communications and Development with the agency Annual Report in gathering and assembling information.
- Coordinates travel arrangements and maintains daily schedule for the Executive Director.
- Assists the IT Network Administrator in overseeing the Agency's IT network.
- Procures and administers cell phones and cellular plans for designated staff.
- Coordinates all travel arrangements for all programs (except Head Start) and administrative staff.
- Prepares board packets and coordinates meeting logistics for the Board of Directors.
- Takes minutes at Board of Directors meetings and Standing Committee Meetings; maintains record of Board and committee meetings; monitors Board of Directors by-laws for compliance.
- Takes minutes at all Central Staff meetings and prepares documents for distribution at the meeting when requested.

- Receives, reviews, responds to, and/or distributes incoming agency mail and distributes agency wide communications.
- Logs and maintains all Agency funds in electronic version of Receivable Log.
- Administers the Trash Stickers program as requested by clients and maintains logs..
- Maintains Agency documents, reports, and records in central file.
- Creates, prepares, and modifies documents including correspondence, reports, drafts, memos, and emails when needed.
- Assists with Human Resources when needed.
- Procures supplies, equipment, and furniture for Energy Assistance Program, Section 8 Program, Family Development, Weatherization, Circles, Finance, Housing and administrative staff for all counties.
- Maintains Agency Calendar.
- Schedules and coordinates meetings and events when requested.
- Administrator for the Agency wide Client Track web-based software program.
- Responsible for the annual Results Oriented Management and Accountability (ROMA) report
- Administers, distributes, and enters data regarding to the Needs Assessment.
- Oversees the entire Agency's phone and voice mail system.
- Works with community partners in regard to planning and assisting with the Volunteer Income Tax Assistance (VITA) program.
- Performs all Notary tasks for the Agency.

<p><b>Minimum Training and Experience Required to Perform Essential Duties and Responsibilities</b></p>
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- High school diploma or GED; supplemented by at least 3 years relevant work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Skilled in the use of computers for email, creation, and manipulation of databases, and Microsoft Office.

**Special Requirements**

- Must be able to obtain Notary Certification by being bonded by the State of Indiana
- Must be able to become a certified Results Oriented Management and Accountability (ROMA) Trainer within two years of being hired.
- Must be able to obtain CPR and First Aid Certification within 60 days of hiring. (The Company will provide the training).

- Ability to travel locally, regionally, and nationally to attend to daily work demands, meetings, workshops, and conferences.

## **Minimum Physical and Mental Abilities required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; tasks require visual perception and discrimination.

### **Mathematical Ability**

- Ability to perform basic mathematical skills.

### **Language Ability and Interpersonal Communication**

- Ability to assemble various reports, memorandums, correspondences, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to comprehend a variety of reference books and manuals including personnel policies, program manuals, computer and equipment handbooks, etc.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to communicate positively and effectively with staff, clients, Board of Directors, Government Officials, supervisor, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and program staff.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.
- Ability to advise and interpret on the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

### **Environmental Adaptability**

- Ability to work effectively in an office environment.

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director, their Department Head, and/or their immediate Supervisor. All requirements are subject to change over time and to possible modifications in order to be reasonably accommodating to individuals with a disability.

The employee has read the above job description and understands the duties and requirements expected of them. The employee will ask for clarification of those areas that they did not clearly understand. The employee also understands that if he/she continues to have questions or new questions arise, they are immediately to discuss these questions with their supervisor.

Employee's Name: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager's Signature

\_\_\_\_\_  
Date