



United Way of San Joaquin County

## EXECUTIVE ASSISTANT AND SPECIAL PROJECTS JOB DESCRIPTION

<b>JOB TITLE:</b>	Executive Assistant and Special Projects	<b>WEEKLY HOURS:</b>	40 hours
<b>DEPARTMENT:</b>		<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	President/CEO	<b>DATE:</b>	December 2022

### ABOUT UNITED WAY

The mission of United Way of San Joaquin County (UWSJC) is to improve the lives of people by mobilizing the caring power communities. This position takes place at United Way of San Joaquin County. Learn more at [unitedwaysjc.org](http://unitedwaysjc.org).

**POSITION SUMMARY:** Provide optimal assistance to the United Way of San Joaquin County President/CEO, Board of Directors, and team.

Must work effectively and compassionately with the team, volunteers, Board of Directors, and the general public, and exemplify the culture and ethics of the United Way.

### ESSENTIAL FUNCTIONS:

1. Provide administrative support to the President/CEO and team including correspondence, scheduling meetings, preparation of meeting materials, follow-up communications, and other duties as assigned.
2. Manage and host the Board of Directors meetings and Committees within UWSJC and assist the President/CEO and Board chair with agenda formation, transcribing meeting minutes, and pre/post-meeting communications.
3. Assist in the recruitment and selection process of new employees and Board members. Maintains and updates new employee orientation handbooks, policies and procedures and other administrative details as assigned.
4. Support the President/CEO with preparing and editing correspondence, presentation reports, and memos, spreadsheets, databases, or presentation slides for meetings.
5. Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and Board of Directors.
6. Help with special projects as required in support of the President/CEO including but not limited to fund development events, donor appreciation events, affinity group support and special celebrations.



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7. Organize and plan annual Board retreat and various Board meetings. Including room scheduling, knowledge and implementation of video conferencing, lunch or snacks if required, printing of documents setting up room and other essential duties to support those attending the meeting.
8. High level of confidentiality with respect to the preparation and maintenance of confidential material and other matters.
9. Coordinate all travel logistics for the President/CEO and team as needed. Including flights, hotels, registrations, and other transportation.
10. Provide customer service support to visitors, volunteers, agencies, and staff; serve as backup to receptionist.
11. Provide support to community groups as directed by the President/CEO. (e.g. SJCoC Shelter Committee)

**SUPERVISORY RESPONSIBILITIES:** None

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**REQUIRED EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES:**

- Bachelor's degree required.
- Three to five years administrative assistant experience preferred or at least one year as assistant to department head or higher-level administrator or equivalent experience.
- Attention to Detail: Demonstrates thoroughness in accomplishing tasks and ensures accuracy of work.
- Time/Project Management: Ability to effectively manage and prioritize a high volume of assignments.
- Problem Solving: Demonstrates the ability to solve issues quickly and effectively.
- Technical Skills: Must be proficient in Microsoft Office computer applications (Word, PowerPoint, Outlook, Excel, and Publisher) and Zoom.
- Customer Service: Meet customers' needs (both internal and external) in a thorough, professional, friendly, and timely manner.
- Adaptability: Ability to adjust to organizational needs and changes.
- Teamwork/Cooperation: Contribute to cooperation and teamwork using tact, respect, diplomacy, sensitivity, patience, and tolerance.



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- Attitude and Effort: Display and maintain a positive attitude in job performance – work ethic, professionalism, and influence on coworkers.
- Initiative/Problem Solving: Display initiative, foresight, willingness to learn and flexibility when coping with new ideas, methods and challenges – ingenuity, problem solving ability, creative thinking, reasoning ability, and soundness of judgment.
- Organization: Ability to organize, plan, and prioritize work with attention to detail. Must have tolerance for multiple demands, and ability to handle multiple tasks efficiently.
- Communication: Communicate effectively with others (speaking, writing, and listening skills), and the effective use of Company information systems and procedures.

#### **ENVIRONMENTAL CONDITIONS:**

- Indoors in typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately 85% of the time.
- Frequent computer use at workstation.
- Frequently work at fast pace with unscheduled interruptions.
- Responsibilities may require an adjusted work schedule and evening/weekend hours in order to meet deadlines or attend various meetings.
- May move (walk or drive) from one work location to another occasionally.

#### **PHYSICAL DEMANDS**

- Ability to lift up to 20 pounds.
- Attendance and punctuality.
- Mobility within the office.
- Ability to work in hot and cold environments.
- Ability to walk, sit, stand, and climb stairs.
- Ability to drive a vehicle.

**Changes:** This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

**ADA/FEHA:** The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

#### **EQUAL OPPORTUNITY EMPLOYER**

United Way of San Joaquin County is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, United Way of San Joaquin County complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. United Way of San Joaquin County also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.



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### **DIVERSITY & INCLUSION STATEMENT OF PRINCIPLE**

United Way of San Joaquin County opposes discrimination of any form as evident in our Diversity and Inclusion Statement of Principle. **We value** the visible and invisible qualities that make you who you are. **We welcome** that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community. **We believe** that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems. **We strive** to include diversity, equity, and inclusion practices at the center of our daily work. **We commit** to using these practices for our business and our communities.