

Executive Assistant

Job Title: Executive Assistant

Reports To: Parish President

Status: Full Time

Summary: To provide personal administrative support and assistance to the Parish President

Qualifications: To perform this job successfully, an individual must have practical job experience in assisting an executive position or administration. This includes knowledge of business and management principles including coordination of people and resources, handling confidential information and ensuring the office of the President functions smoothly.

Individual must be self-motivated, maintain calm under pressure, have a proven ability to work independently, be organized and detail oriented to simultaneously manage multiple tasks efficiently and effectively. Individual must have excellent interpersonal and communication skills to represent the organization in a positive manner to elected officials, business owners, constituents, and the general public.

This position requires above average knowledge and understanding of English grammar. That includes knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Bachelor's degree (B.A.) from a four-year college or university in Business Administration or equivalent job experience.

Essential Duties and Responsibilities:

1. Maintain the President's calendar and schedule appointments.
2. Answer and return phone calls in a timely manner. Screen voicemail, email and paper mail, handling routine/non-routine matters and drafting correspondence on behalf of the President as appropriate.
3. Organize and coordinate meetings.
4. Gather and compile requested information, perform research as assigned.
5. Draft reports, prepare presentations, coordinate conference calls.
6. Maintain records with some interpretation of data.
7. Relay instructions and information across teams and/or departments and follow commitments through to completion with a high level of detail.
8. May assist with coordinating cross functional project timelines.

Non-Essential Functions:

9. To perform additional duties/tasks as assigned.

Physical Demands: While performing the duties of the Executive Assistant, the employee must be able to withstand performing typical office work, which involves extended periods of sitting at a computer station performing computer-related tasks and viewing multiple monitors for prolonged periods of time. The employee must also be able to regularly stand, walk, climb, balance, stoop and kneel, and must occasionally lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule: The Executive Assistant is expected to work Monday through Friday, with occasional evenings and weekends as assigned.