



Martha's Vineyard Community Services, Inc.
Executive Assistant
Job Description

Job Summary:

Under the direction of the SR Director of Administration, is responsible for performing a variety of administrative duties, including, but not limited to, answering the phone, filing, simple posting, preparation of standard forms and property/inventory management. Also responsible for processing accounts payable. Responsible for compiling minutes for Board meetings, program director and finance committee meetings. Responsible for keeping material confidential and using independent judgment.

Under the direction of the SR Director of Administration, performs confidential administrative duties, as needed. Responsible for all Board communications, including meeting notices, agenda setting, minutes and meeting coordination.

This position can be full/part time 20-40 hours per week

Job Responsibilities and Essential Functions (essential functions*):

1. Active participation in office management, including handling general clerical tasks*

- a) Greets and refers clients and visitors.
- b) Ability to answer the phone, provide information and receives information concerning matters related to the Agency in a friendly & professional manner.
- c) Assist other programs with Administrative functions, as directed by the SR Director of Administration.
- d) Orders all supplies for the Agency.
- e) Maintains and update all inventories for the agency.
- f) Maintains and updates the filing system
- g) Assist the SR Director of Administration with IT, phone and maintenance request when needed.
- h) Must maintain confidentiality at all times.
- i) Provide staff support functions including copying, mailing, faxing, typing and other clerical duties as assigned.
- j) Responsible for all Board related meeting and materials. Must attend and compile minutes for all Board meetings and subcommittee meetings as assigned

2. Coordination and Oversight for Client Community and Access Team (CCAT) Initiatives*

- a) Oversees the administrative work of the CCAT as well as works to promote, enhance and further the work of the CCAT through programming in the community as well as creating policies and procedures to serve the Vineyard community at large and create a revenue generating program for MVCS *

3. Other Responsibilities

- a) Receive, classify and route incoming mail.

- b) Responsible for directing all incoming calls to Agency phone.
- c) Independently composes reports and correspondence.
- d) Arranges, participates in, and implements, as directed, agendas, materials related thereto, conferences, and committee meetings.
- e) Provides assistance to Program Directors in administrative areas, with the approval of the SR Director of Administration.
- f) Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Three to five years of administrative support experience.
- Prior administrative support of a Board of Directors preferred.
- Extensive experience working with all MS Office products
- Friendly disposition and an ability to handle multiple tasks.
- Basic understanding accounts payable.

Qualifications:

- Requires high school diploma or its equivalent
- Must have valid driver's license.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or other wise to balance the workload.