

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title:	Executive Assistant / Administrative Coordinator	FLSA Status:	Exempt
Supervisor:	Human Resource Director		
General Information: The Executive Assistant / Administrative Coordinator's primary duties are to assure an efficient and effective office and to provide support services to the Executive Management Team.			
Minimum Qualifications	High school diploma (or equivalent) required in conjunction with special training and/or experience in the areas of administrative assistant duties. Minimum two years of experience as a secretary or administrative assistant required. Must demonstrate the ability to perform tasks independently, effectively and accurately. Must have extensive computer knowledge and experience with word processing, spreadsheets, and databases. Must possess the ability to work effectively with the public and demonstrate good communication and organizational skills.		
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Thorough knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate well with others both orally and in writing, using both technical and non-technical language. • Ability to establish and maintain effective working relationships. • Ability to prepare accurate and reliable reports. • Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties. Use of Microsoft Office Products preferred. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to perform a wide variety of clerical, secretarial and administrative support tasks with accuracy and speed under the pressure of time sensitive deadlines. • Ability to be flexible and adapt to organizational changes and needs. • Possession of a valid drivers license and minimal insurance required by law. 		
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, files, equipment and food up to 30 pounds. 		
Principal responsibilities	<p><u>Support Responsibilities</u></p> <ol style="list-style-type: none"> 1. Answer telephone and field calls for the Executive Management Team as needed. 2. Type and process communication for the Executive Management Team as needed. 3. Copy and distribute materials as needed. 4. Oversight of updating and distribution of YDI forms, Policies & Procedures. 5. Prepare and distribute Board of Director's meeting agendas and informational packets, as directed by the Executive Director. 6. Attend Board of Director meetings and take minutes. 7. Draft, copy and distribute Management Team and Board of Director meeting minutes. 8. Provide other support services to Board of Directors as needed. 9. Provide support services to Foundation Board of Directors as needed. 10. Monitor Website and request updates as needed. 11. Assist with public relations projects, as directed by the Executive Director. 12. Assist with Quality Improvement and research projects documentation and tracking. 13. Maintain schedule for all meetings requiring the presence of Administrative staff. 14. Coordination and implementation of meeting arrangements as needed. 15. Take meeting minutes as needed. 16. Provide support services as needed for contracts with Managed Care, DPHHS and other agencies. 17. Provide support services as needed for organizations to which YDI belongs. 18. Process outgoing mail as needed. <p><u>Office Management</u></p> <ul style="list-style-type: none"> • Act as resource to other Administrative Assistant and Secretarial staff. • Act as liaison between program staff, Central office, and Administrative staff when needed. • Assist in arranging agency or office events (i.e., staff picnics, Christmas parties, staff outings, 		

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	<p>training).</p> <ul style="list-style-type: none">• Assist staff with computer troubleshooting.• Fill in for other Administrative Assistants as needed.• Travel arrangements.• Other duties as assigned. <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none">• Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor.• Maintain awareness of work environment and perform duties in a safe and responsible manner.• Maintain tact, diplomacy and professionalism at all times.• Complete required paperwork in an accurate and timely manner.• Participate as a positive member of the Youth Dynamics, Inc. organization.• Act as a positive representative of Youth Dynamics, Inc. to the public.• Participate in regular supervision with your Supervisor.• Participate in staffings and relevant in-service training as needed or required.• Attend all meetings as are necessary to fulfill job responsibilities.• Develop a plan for personal and professional growth, as needed.• Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc.
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I acknowledge receipt of this job description:

Employee

Date