



**BOYS & GIRLS CLUB
OF FREDERICK COUNTY**

POSITION DESCRIPTION

TITLE: Executive Assistant

DEPARTMENT: Executive

REPORTS TO: Chief Executive Officer, VP/Assistant Executive Director, or Chief Operating Officer

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

The Executive Assistant provides advanced and varied clerical and administrative support to the Chief Executive Officer; prepares correspondence and reports, manages schedules and calendars; maintains electronic and hard copy files. Serves as a liaison with vendors and suppliers to maintain equipment and supplies. Maintains office calendar of events and deadlines and monitors workflow. Trains staff in office procedures and equipment use. Maintains financial records, prepares deposits and facilitates bill payments.

KEY ROLES (Essential Job Responsibilities):

1. Performs advanced secretarial duties, preparing correspondence and reports as requested by Club executives and composes draft letters following established formats. Proofreads all materials for accuracy prior to supervisory review and signature.
2. Manages supervisor's calendar, scheduling meetings and making logistical and travel arrangements necessary for internal and external meetings. Coordinates logistics and materials for Board meetings. Prepares meeting agendas and minutes, as requested.
3. Maintains master schedule of Club activities and events, collecting and disseminating information to Club staff, volunteers, members and families as instructed.
4. Ensure appropriate maintenance and operations of the physical properties and equipment of the Club, including use of facilities by outside groups.
5. Ensure adherence to appropriate standards and procedures.
6. Maintain financial records and pay bills according to standards and controls.
7. Answers telephones, providing general information, referring callers to other staff or taking messages as necessary.
8. Maintains electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
9. Responsible for managing inventory of office equipment and service contracts and contacting service representatives as needed.

Executive Assistant

- 10. May monitor and log staff attendance and transmit attendance data to payroll.
- 11. Perform other related secretarial or administrative duties as requested.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer) and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

External: Maintains contact with Board volunteers, community contacts, Club members, families and the general public to give and obtain information, either in response to inquiries or as instructed by supervisor.

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma or equivalent
- Minimum of three years of office clerical experience
- Training in advanced secretarial skills and use of common office equipment/software
- Typing/keyboarding skills of at least 50 wpm
- Excellent written and verbal communication skills
- Good organization and attention to detail
- Strong customer relations skills
- Able to maintain strict confidentiality

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Supervisor **Date**

Reviewed by: _____
Chief Executive Officer **Date**