

# Transformation Center – DBA Kiva

## Job Description

### Executive Administrative Assistant

#### POSITION SUMMARY

Provide administrative support by handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

#### ESSENTIAL RESPONSIBILITIES

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- File and retrieve corporate documents, records, and reports.
- Greet visitors and determine whether they should be given access to specific individuals.
- Prepare responses to correspondence containing routine inquiries.
- Make travel arrangements for executives.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Attend meetings to record minutes.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- Prepare agendas and make arrangements, such as coordinating catering for luncheons, for committee, board, and other meetings.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.
- Provide clerical support to other departments.

#### QUALIFICATIONS

**Education:** High School Diploma (or GED or High School Equivalence Certificate)

**Experience:** Lived experience with mental health diagnosis, history of trauma, and/or substance abuse

**Knowledge, Skills, and Abilities:**

**Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

**English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Computers and Electronics** - Knowledge of computer software, including applications and programming.

**Active Listening**- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Learning Strategies** - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Reading Comprehension**- Understanding written sentences and paragraphs in work related documents.

**Speaking**- Talking to others to convey information effectively.

**Writing**- Communicating effectively in writing as appropriate for the needs of the audience.

**Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

**Time Management**- Managing one's own time and the time of others

**PHYSICAL REQUIREMENTS**

- Ability to sit or stand for long periods of time

**ADDITIONAL REQUIREMENTS**

- Valid MA Driver's License and reliable vehicle beneficial but not required.

**EQUAL EMPLOYMENT OPPORTUNITY**

Kiva provides equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.