



Job Title:		Executive Office Assistant	
Position Type :		Full or Part-Time Non-Exempt (20-40 hrs/week)	
Supervisor:		Director of People and Culture	
Salary Starting Range:	\$34,000-\$39,800	Salary Full Range:	\$34,000 - \$41,815
Description*			
Job Purpose:			
<p>The Homes First Executive Office Assistant (EOA) provides operational, administrative, and specialized support services for Program Managers and Directors. The EOA is responsible for several types of office support, including reception, maintaining office inventory and related orders, database input and management, letter writing, event and fundraising support.</p>			
Scope:			
<p>Major responsibilities include, but are not limited to: provide support to Program Managers and Directors including data entry, office support, fundraising events and activities, and volunteer events. Perform receptionist duties as needed.</p>			
Duties:			
GENERAL			
<ol style="list-style-type: none"> 1. Manage correspondence and provide excellent customer service to team members, residents, donors, community partners, volunteers and outside contractors while maintaining a professional demeanor at all times. 2. Create and track paper and electronic communications including letters, newsletters, requests, reports, meeting agendas, etc. 3. Proofread high level documents and agreements for content, clarity, grammar, and punctuation. 4. Receive, evaluate, respond or forward to appropriate staff oral and written requests, complaints and other information intended for Department heads; prepare confidential materials for distribution as appropriate. 5. Set up meetings and events, including preparing materials as required. 6. Create and maintain databases in a variety of departments and in a variety of platforms. 7. Create, manipulate and analyze spreadsheets. 8. Collect, organize, and store documents and information and maintain effective systems for efficient retention, protection, retrieval, and distribution. 9. Summarize information and make recommendations regarding appropriate action and follow-up; respond on behalf of the Department heads when appropriate. 10. Receive and screen telephone calls, answering questions or referring to appropriate staff for response. 11. Actively participate with the staff team and external contractors. 12. Assist with other projects and duties as needed. 			
KNOWLEDGE, SKILLS AND ABILITIES:			
<ol style="list-style-type: none"> 1. Must be quick, a self-starter, possessing the ability to plan ahead and take charge of a situation. 2. Strong customer service skills. 3. Proficiency in Microsoft Office applications, specifically Word, Excel and Publisher. Heavy Excel and Spreadsheet experience with ability to construct and analyze data. 			

4. Ability to research and find information from the internet.
5. Ability to learn and use new software and systems as required.
6. Excellent keyboarding of 50 wpm and general word processing skills.
7. Effective written communications.
8. Strong interpersonal skills, including conflict resolution, with ability to work with a variety of personalities.
9. Strong attention to detail.
10. Ability to initiate and follow up on projects with minimal supervision.
11. Ability to prioritize and manage time and tasks in order to meet strict deadlines and work in a fast-paced environment.

MINIMUM QUALIFICATIONS:

1. Understand and commit to the Mission and Values of Homes First.
2. Willingness to embrace and promote the Homes First JEDI goals of Justice, Equity, Diversity and Inclusion
3. One year experience as an Executive Assistant or two years as an Administrative Assistant in a professional work environment.
4. Comprehend and communicate in the English language, both orally and in writing. Ability to effectively communicate in a second language preferred.
5. Own and legally operate a motor vehicle, including proof of a valid driver's license and automobile insurance.
6. Expert computer skills including Microsoft Office Suite and Adobe Acrobat platforms.
7. Demonstrates technical knowledge and skill using complex databases and spreadsheet software, such as Excel, to develop and maintain records, reports, or forms.
8. Define and solve problems.
9. Work in a collaborative manner and in a team environment; willing to ask for help if needed.
10. Attention to detail and can effectively prioritize, and re-prioritize on an on-going basis, adapting to change as needed.
11. Effectively conveys ideas and information in writing and speech using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader or co-worker/external party. Accurately proofreads written material, identifying and correcting errors in grammar, punctuation, and spelling.
12. Demonstrates courtesy, as well as a professional and proactive attitude in handling requests or complaints from the public, staff members, and others in an effective, timely and personable manner.
13. Demonstrated ability to take initiative and to anticipate needs and solutions and actively seeks opportunities for improvement in work.

PHYSICAL REQUIREMENTS:

1. Ability to read, analyze and interpret business documents
2. Ability to communicate via speech, writing and hearing with employees, vendors or members of the business community
3. Must be able to stand; walk; reach with hands and arms
4. Frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

WORK ENVIRONMENT:

Homes First has a busy administrative office with moderate noise as well as occasional requirements to visit other offices, resident homes, production environments and external partner sites.

EQUAL OPPORTUNITY EMPLOYER:

Homes First is committed to diversity in the workplace, and promotes equal employment opportunities for all staff members and applicants. The agency will not discriminate against any employee or applicant for employment on the basis of race, creed, color, sex, sexual orientation, age, national origin, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women and minorities are encouraged to apply.

** Please note: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

Homes First is an Equal Opportunity Employer

Last Updated: 09.29.22