

Executive Assistant

Job Description

September 6, 2016



Purpose: Provide high level, independent support to Clackamas Workforce Partnership. Work closely with the Executive Director and staff to assure a professional, well run office and organization.

Essential Functions: (Performs functions that may include, but are not limited to the following):

- Provide a high level of professional administrative support to the internal team.
- Screen incoming calls and correspondence and respond independently when appropriate.
- Coordinate the creation and distribution of the quarterly newsletter.
- Provide a high level of support for board and subcommittee meetings:
 - Arrange meeting location with board members
 - Order food and beverages (when appropriate)
 - Schedule speakers, in coordination with program staff lead
 - Create agendas
 - Post public meeting notice and follow public meeting protocol
 - Send meeting announcement and track rsvp's
 - Set up for and clean up after meetings
 - Take minutes
- Keep official board records and execute administrative policies.
- Staff liaison for board membership, board recruitment, and board re-certification.
- Organizes programs, events, meetings or conferences as needed:
 - Arrange facilities and caterers
 - Create invitations, invite guests, track rsvp's
- Prepare and respond to the Annual State Monitoring Guide.
- Research and provide procurement support.
- Develop surveys, press releases, reports, invitations, announcements, presentations.
- Provide scheduling assistance.
- Manages the office by developing efficiencies, ordering supplies, maintaining equipment inventory, scans and maintains critical documents for disaster recovery, make copies, scan documents and file paperwork.
- Maintain web site.
- Enhance social media strategy and brand awareness.
- Facilitate information sharing among board members, community stakeholders and the media.
- Establish and maintain strong relationships with business, government, public partners and board members.
- Develop sector strategies which promote equitable living practices.
- Develop strategies in partnership with Equity Council to enhance equity lens.
- Other duties as assigned.

Qualifications:

- Associate's Degree in related field required, Bachelor's degree preferred.
- Five years experience working in a position requiring high level, critical thinking and attention to detail in either an administrative or executive support position or similar position.
- Strong interpersonal communication skills, strong writing skills with an ability to prepare clear, concise materials.

Demonstrated ability to:

- Possess strong organizational skills and understand and meet deadlines.
- Gather, analyze, and interpret data to present ideas, conclusions in clear and concise written and verbal formats.

- Work independently and as a member of a strong team.
- Show above average computer literacy and familiarity with Microsoft Office suite.
- Communicate effectively verbally and in writing.
- Prepare clear, concise materials.
- Graphic design experience preferred.
- Work in partnership with community members and community advisory boards.

Additional Requirements:

- The employee is required to be present in the workplace on a regular and reliable basis. Normal work hours are M-F, 8:00am to 5:00pm; however, occasional evening and/or weekend assignments may occur.

Compensation:

- Strong benefit package.
- Starting wage: \$17-20 per hour
- This position is made possible through grant funds.

Clackamas Workforce Partnership is committed to providing equal employment opportunity without regard to race, color, national origin, religion, sex, age, disability, marital status, sexual orientation, political affiliation or belief, or other protected status.

This position is open until filled. First review will be conducted on September 21, 2016. Please have materials submitted by close of business by September 20, 2016 in order to be considered for the first review. Send cover letter and resume to amy.oakley@clackamasworkforce.org or mail your materials to:

Clackamas Workforce Partnership
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