



## WESTERVILLE AREA RESOURCE MINISTRY

### JOB DESCRIPTION

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Job Title: Executive Administrative Assistant      Date: 11/2021  
Incumbent:      FLSA Status: Non-Exempt  
Department: Executive / Administration      Prepared by: S. Marier  
Reports to: Executive Director      Approved by: Executive Director

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#### **PRIMARY OBJECTIVE:**

To provide top-level administrative support to the Executive Director and the Director of Development and Communications.

#### **NATURE AND SCOPE:**

The incumbent reports to the Executive Director and interacts regularly with staff members, WARM Board Members, Westerville City Community Officials, local businesses, ministry partners and various civic community organizations. This position requires a high level of integrity, confidentiality and professionalism in all aspects of their respective responsibilities with the office and the community.

Hours of duty: 35 hours per week, Monday through Friday, 8:30 a.m. to 4:30 p.m., with one hour for lunch. Occasional early morning, evening or weekend work hours will be required.

Pay range; \$16.00 to \$19.00 per hour (depending on qualifications), with twenty (20) days PTO (Paid Time Off) available, holiday pay and Professional Training & Development reimbursement (up to 16 hours/year). This position will be eligible to participate in WARM's new healthcare insurance reimbursement program.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare correspondence, reports, presentations and memos in support of the Executive Director and Board of Director functions.
- Maintain Executive Director's appointment schedule by planning and scheduling meetings, conferences, teleconferences and travel.
- Welcome guests by greeting them in person or on the telephone, answering or directing inquiries.
- Conserve Executive Director's time by reading, researching and routing correspondence, drafting letters and documents, collecting and analyzing information, initiating telecommunications.
- Prepare reports and graphs by collecting and analyzing information.
- Attend quarterly Board of Directors meetings and produce records of meeting minutes.
- Responsible for monitoring reports for Board of Directors as scheduled by Policy Governance.
- Provide typing, mailing, copying and filing services to support the work of the Executive Director and the Director of Development and Communications.
- Complete projects by assigning work to staff and volunteers; following up on results.
- Arrange essential mail, emails and phone calls in priority action.

- Assist with income receipt reconciliation with Bookkeeper and Donor Services
- Meets regularly with the Executive Director to coordinate completion of agency goals and objectives.
- Contributes to team effort by accomplishing related results as needed.
- Maintain procedure manual to ensure consistent performance of routine.
- Performs other administrative duties assigned by the Executive Director and/or Director of Development and Communications.

**DECISION MAKING:**

The position requires the ability to assess the administrative needs of WARM, the Executive Director and the Director of Development and Communications. The person must also have a thorough knowledge of office administration and procedures and be able to exercise independent judgment and discretion. The incumbent must have the ability to collect data, establish facts, and draw conclusions and act on the assessment of available information

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed are representative of the knowledge, skill and /or ability required. The physical requirements and work environment described is representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- B.S. /B.A. in Business Administration and/or a minimum of four (4) years' experience in related field.
- Excellent listening and communication skills.
- Strong attention to detail and ability to perform multiple tasks/projects.
- Proficient in administrative writing, reporting and scheduling.
- Excellent leadership, organizational, interpersonal and verbal/written communication skills.
- Must be proficient in use of Microsoft Office software, Power Point, Outlook and database management.
- Experience in Event planning and coordinating a plus.
- Time management and Program presentation training/education a plus.
- Ability to take initiative and capable of working independently and/ or in team environment.

**PHYSICAL REQUIREMENTS AND ENVIRONMENT:**

The ability occasionally to lift up to 25 pounds. The employee in a given day sits 5 hours or more and stands and walks intermittently. The employee is frequently required to reach with both hands and arms, along with occasionally stooping, kneeling or crouching. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus in multiple sites in various conditions. The employee is frequently required to talk and listen.

Business casual attire recommended except when meeting with community leaders at which time business attire is required.

EOE