

Prevention of Blindness Society Job Description

Job Title: Assistant to the Executive Director

Reports To: Executive Director

FLSA Status: Exempt

Summary: Manages the office and serves as an executive and **confidential** assistant to the Executive Director by performing the following duties.

Duties and Responsibilities include the following

1. Answers and screens manager's telephone calls, and arranges conference calls.
2. Provides agency and community information as requested.
3. Orders and maintains supplies, and arranges for equipment maintenance.
4. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
5. Composes and types routine correspondence.
6. Organizes and maintains file system and database of donors.
7. Assists with coordination of solicitation appeals.
8. Manages headquarters in the absence of the Executive Director.
9. Makes copies of correspondence or other printed materials.
10. Prepares outgoing mail and correspondence, including e-mail and faxes.
11. Assists in community activities to develop opportunities to ascertain needs, serve clients, and promote agency goals.
12. Assures that the office is orderly and supervises cleaning service.
13. Oversees all aspects of event auctions, and other tasks essential to fundraising events.
14. Attends Board Meetings, records and produces meeting minutes.
15. Works with the Executive Director on most aspects of operations.
16. Oversees store locations in the absence of the Executive Director.

17. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; Microsoft Explorer; Microsoft Access and Microsoft Outlook.

Supervisory Responsibilities:

Directly supervises several interns. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by

an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.