



## **BILLINGS LEADERSHIP FOUNDATION JOB DESCRIPTION**

<b>Position:</b>	<b>Executive Assistant</b>
<b>Supervisor:</b>	Executive Director
<b>Working Schedule:</b>	Full Time: Weekends and evenings as needed
<b>Employment Status:</b>	Exempt

### **Service Responsibilities:**

- Enhance Executive Director's effectiveness by providing information, management support, scheduling and communication on behalf of the Executive Director to others internally and externally.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves Executive Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications.
- Maintains Executive Director's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Ensures Executive Director has regular meetings with his team members and teams scheduled.
- Edit and approve Executive Director's monthly report, and timecards in ADP.
- Prepare and send out Billings Leadership Foundation board meeting packets for the Board of Directors.
- Represents Executive Director by attending meetings in his absence and speaks according to his directives.
- Keeps information confidential.
- Accomplishes special projects in coordination with and on behalf of the Executive Director.
- Understands all related office procedures to fill in as needed.
- Prepares reports by collecting and analyzing information.
- Provides historical reference by developing agendas and utilizing filing and retrieval systems, recording meeting notes.
- Supervises volunteers, teams, and individual employees at Executive Director's delegation.
- Lead and implement special projects in coordination with and on behalf of the Executive Director.
- Contributes to team effort by accomplishing assigned tasks and duties in a timely way.
- Organizes, decorates, and keeps tracks of birthdays, parties, holidays, and events.
- Other duties as needed and assigned.



### **Qualifications Required:**

- Bachelor's degree preferred, 3 + years' experience in clerical and administrative roles.
- Strong proficiency in Microsoft Word, Excel, Publisher, Outlook, and database programs.
- Must be accurate and detail oriented; possess strong organizational and time management skills; and the ability to prioritize competing priorities in a complex and fast paced environment.
- Ability to work under pressure with tight deadlines.
- Must be able to interact professionally with donors and volunteers.
- Excellent customer service skills.
- The successful candidate must demonstrate proficient ability to multi-task with high attention to detail.
- Solid and consistent demonstration of good judgment and discretion regarding highly confidential information are a must.
- Excellent verbal and communication skills are a must combined with an ability to prioritize tasks during periods of high activity and demonstrate initiative to seek out projects during low activity periods.
- A positive self-motivated, disciplined and results-oriented work ethic will prove equally important in meeting deadlines and cooperating successfully within Billings Leadership Foundation.

### **All Employees' Responsibilities:**

- Support the mission, vision and values of Billings Leadership Foundation
- Be involved in the local faith community in a substantial way
- Gain knowledge and understanding of Billings leadership Foundation programs and the community needs that the agency serves
- Support the Executive Director publicly and privately
- Attend staff meetings and regular one-on-one meetings with one's supervisor
- Be an active, constructive, and supportive team member
- Demonstrate superior service to everyone you interact with
- Work well under pressure, meeting multiple and sometimes competing deadlines
- Adhere to all policies, systems and procedures of the organization especially regarding confidentiality, risk management, and licensing
- Participate in required training appropriate to your position
- Become knowledgeable about the policies, procedures, systems, and processes that impact your job and your status as an employee
- Participate in developing and implementing goals and plans to prioritize, organize, and accomplish your work
- Be able to pass local, state and federal background check and random drug screening
- Be a public representative of Billings Leadership Foundation