



**PEOPLE'S CENTER HEALTH SERVICES**  
**Job Description**

**JOB TITLE:** Executive Assistant  
**DEPARTMENT:** Executive  
**SUPERVISOR:** Chief Executive Officer  
**REVISED DATE:** 01/30/2018

**SUMMARY**

The Executive Assistant will work to improve the administrative efficiency of the management team and the organization and will serve as main support to the CEO. The EA will manage calendars and travel arrangements, organize meetings and events, grant coordination, bi-weekly accounts payable support, coordinating schedules, support board meetings and retreats, keep accurate meeting minutes.

**RESPONSIBILITIES**

Provide high-level administrative and clerical support to CEO and Board of Directors through:

- Schedule coordination and meeting support: Manage busy calendars, schedule and confirm appointments. Coordinate meeting logistics including materials, room reservations, and communication technology. Prepare minutes for meetings.
- Records management: Maintain systems for records, including board of director's materials and other important organizational documents. Respond to requests for information and documents.
- Travel logistics: Schedule, book and track travel logistics for the senior team in compliance with financial policies. Prepare required documentation for trips.
- Communication: Assist the CEO in writing and disseminating professionally crafted communications, ensuring a high level of accuracy.
- Board of Directors Support: Support the work of the Board of Directors and committees by scheduling meetings, coordinating logistics, preparing materials, maintaining records, preparing minutes and providing follow up, all in a timely manner. Assist with other Board-related projects.
- General administrative support: Coordinate workflow and assist in prioritization of work to relieve CEO of administrative tasks. Screen and manage phone calls, email/mail communication, copies, records, reports, processing of expense reports and reimbursements.
- Development: Assist in the creation of a donor database; follow prescribed protocols for donor follow-up, assist in preparing documentation for grant applications.
- Finance: AR and AP support as needed.
- Other Responsibilities: Support the strategic priorities of the organization. Provide back up support to other departments and programs, as needed. Help organize and participate in selected staff activities and events. Complete administrative tasks. Perform other duties as assigned.

**Education**

- AA degree or combination of education and equivalent work experience

**Experience**

- 5 years progressively responsible senior administrative support experience, preferably in a non-profit setting preferred.
- Previous experience coordinating executive level board and committee meetings and special events

**Skills, Knowledge, Abilities**

- Self-motivated
- Strong organizational skills and attention to detail
- Ability to prioritize
- Good written communication skills
- Ability to work independently with little direct supervision
- Strong computer skills, including MS Word, Excel, Outlook and PowerPoint.
- Ability to communicate effectively with individuals at all levels of the organization, both orally and in writing.
- Ability to work a flexible schedule, with occasional evenings and weekends.
- A commitment to diversity and to working with people and communities of color.
- Ability to work effectively as a member of a team.

**WORK ENVIRONMENT**

PCHS is a very busy medical clinic providing services to a primarily low-income, immigrant patient base. The building is air-conditioned and handicapped accessible. Working hours are generally within normal business hours, with occasional evening and weekend hours. Some local travel may be required. The noise level in the work environment is moderately quiet.

**ACKNOWLEDGEMENTS**

This job description serves only as a general description of anticipated day-to-day responsibilities of the position and is not meant to be a comprehensive listing of all the duties, tasks and requirements of the position. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. Management retains the discretion to add, remove or change the duties of this position at any time.

I have reviewed the job description. I understand the job/position I am hired to fill, am able to perform the duties as described, and am able to deliver successful outcomes for which the position is responsible.

Supervisor Name: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature Date

Employee Name: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date