

## JOB DESCRIPTION

**TITLE:**        **Executive Assistant/Social Media Coordinator**  
(Non-exempt hourly position)

**HOURS:**      Full time - 35 hours per week

### **GENERAL DESCRIPTION:**

Serve as assistant to the Area 1 Agency on Aging (A1AA) Executive Director and provide general support to A1AA administrative and program staff. Perform a variety of moderately complex clerical duties, including preparation of state contracts, correspondence, agendas, minutes, and periodic reports. Serve as clerical support to the A1AA Board of Directors and A1AA Advisory Council.

Design and produce materials for print, website, Mailchimp or social media, and manage content.

Works with a dynamic team to provide important services to older adults in Humboldt and Del Norte counties. Position requires an extremely organized, thoughtful, and kind person to provide support to a diverse group of clients, staff and other service professionals.

### **SPECIFIC DUTIES:**

- Compose and/or prepare a variety of documents accurately, including material of a confidential nature.
- Maintain and organize subcontractor documents, ensuring all required forms are submitted and kept up to date in contract files.
- Coordinate the submission of all required documents to State Department of Aging for Area Plan, HICAP, MIPPA and all other contracts through CDA.
- Prepare monthly Board of Directors meeting agenda packet. Attend Board of Directors meetings and take minutes. Prepare and submit minutes and reports to the Board and its subcommittees. Update Board manuals annually.
- Prepare Area 1 Agency on Aging Advisory Council meeting agenda packet. Attend Council meetings and take minutes. Prepare and submit minutes and reports to the Council. Update Council manuals annually.
- Provide administrative support for other meetings staffed and attended by the Executive Director or other administrative staff, as needed.
- Assist administrative staff in the preparation of official documents, correspondence, and organization and maintenance of personnel files.
- Maintain and safeguard the following records: Agency Policies and Procedures Manual, Employee Handbook, Supervisor's Handbook, board

- of directors and advisory council agendas and minutes and personnel files of former employees.
- Maintain file system for Area 1 Agency on Aging files and records. Plan and carry out periodic destruction of old administrative records as determined by policy.
  - Assist in coordination and preparation of grant proposals and other reports for submission to required agencies.
  - Work with executive director and the board resource development committee with fundraising events, assisting in the development of campaign and public outreach materials.
  - Design and produce any agency marketing/outreach materials that can be prepared in-house.
  - Coordinate and organize events and special projects, as assigned.
  - Manage website and social media content and be the voice of the organization's regular online presence. Work closely with the technical staff to maintain site standards. Develop website promotions, email newsletters and online outreach campaigns.
  - Supervise Agency Receptionist and any reception or clerical volunteers, and provide reception backup as needed.
  - Serve as the liaison to building owner regarding needed repairs and vendors for repairs and maintenance when A1AA responsibility.
  - Other duties, as assigned.

**QUALIFICATIONS:**

Three years of progressively responsible administrative assistant or secretarial experience. High school diploma or equivalent required. Additional courses in office or business practice, social media and fundraising helpful.

**DEMONSTRATED ABILITIES REQUIRED:**

Intermediate to advanced knowledge of Microsoft Office applications, including Word, Excel, Outlook, Power Point, and Publisher; ability to provide accurate and professional transcription of meeting minutes; familiarity with standard letter forms, business procedures, and office equipment; familiarity with various social media platforms.

Excellent written and oral communication skills; excellent planning and organizational skills; excellent attention to detail; ability to consistently exercise good judgment; ability to analyze and solve problems; ability to function as a cooperative and flexible team member and relate to people of diverse backgrounds; ability to coordinate multiple assignments; ability to maintain accurate records; ability to be self-motivated and self-directed while adhering to Agency policies and guidelines. Demonstrated ability to work independently and check in when appropriate.

Valid California Driver's License and ability to travel within the bi-county area independently required.

**PHYSICAL REQUIREMENTS:**

The physical requirements 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.

**Essential Physical Requirements:**

- Ability to work on multiple tasks.
- Pleasant and clearly understandable phone voice.
- Ability to sit at a desk for up to two hours at a time.
- Ability to lift and/or move up to 15 lbs.
- Ability to operate computer and other equipment in the office necessary to the position.
- Must have sufficient mobility to move around Agency sites and contractor sites, and to interact with the community using your own car or alternate transportation.
- Ability to bend, reach and stoop to file and shelve documents and materials.

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In the event of a community or agency disaster, job duties and responsibilities may change as directed by the Executive Director or other authorized agency representative. These duties would be related to assisting our client population, senior service providers, the agency, or other community organizations, in disaster and recover operations, following the agency disaster plan.

September 2022