



**Executive Assistant  
Job Description**  
Updated August 11, 2021

Title: Executive Assistant	Employee Status: <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Regular
Reports to: Executive Director	# Hrs. Worked/Rate: <u>  20  </u> \$15/hr _____ <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

**Purpose:**

To assist in the administration of the Ukiah Senior Center, supporting executive, fiscal and operations.

**Duties and Responsibilities:**

- I. Executive
  - a. Enter donations into donor database and prepare thank you letters to be sent via snail mail.
  - b. Purchase office supplies and other items needed for meetings, may require trips offsite.
  - c. Assist in the development of the monthly *Scoop* newsletter including communication with advertisers, preparation of drafts and mailers.
  - d. Assist with employee and volunteer recognition.
  - e. Assist with processing online payments/donations.
  - f. Manage social media accounts.
  - g. Assist with donation solicitation and recognition.
  
- II. Operations
  - a. Decorate and set up sound equipment of facilities for events.
  - b. Assist with coordinating and planning musical events and gatherings.
  - c. Work with advertisers and artists and produce printed materials for marketing.
  - d. Assist with data management for membership.
  - e. Prepares member letters for mailing.
  
- III. Any other assigned duties.

### Qualifications:

- I. Knowledge of office management systems and procedures.
- II. Working knowledge of office equipment, like printers and fax machines.
- III. Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- IV. Knowledge of social media tools (Facebook, Twitter).
- V. Excellent time management skills and the ability to prioritize work.
- VI. Attention to detail and problem-solving skills.
- VII. Excellent written and verbal communication skills.
- VIII. Excellent interpersonal and customer service skills.
- IX. Strong organizational skills with the ability to multi-task.

### Education and Experience

- I. High School degree; additional qualification as an Administrative assistant or Office Manager preferred.
- II. At least two years of office management/administrative experience required.

### Physical Requirements

- I. Prolonged periods of sitting at a desk and working on a computer.
- II. Ability to lift 25 lbs.
- III. Ability to climb 6 ft ladders and extend arms for updating signage.

Work Environment: The Ukiah Senior Center (USC) serves seniors from the greater Ukiah area, providing a range of services from transportation for low-income seniors, to dances, games, etc., for active seniors, The USC is a professional work environment requiring respectful behavior towards clients, coworker, donors, volunteers and visitors. The USC is a non-smoking, drug-free workplace. Harassment and discrimination based on gender, ethnicity, race, religion, sexual orientation, disability, age is not tolerated. All employees must abide by policies and procedures governing protected health information that are consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and California law. The dress code is casual.

Salary and Benefits: This is a part-time position [20 Hours / Week]. The starting hourly rate will be \$15.00/hr. USC offers accrued vacation, sick leave, 10 paid holidays (all pro-rated for part-time employees).

About the Senior Center: The Ukiah Senior Center is a locally based, independent nonprofit organization providing services and activities to seniors in the greater Ukiah area. Programs, services and activities include Transportation, The Lunch Bunch, Outreach, The Dining Room, and numerous activities. The Ukiah Senior Center was established in 1972 and has been in continuous operation since then.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be

interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this job.

A public Benefit 501(c)3 nonprofit organization with federal tax ID # 23-7258082