

LEADERSHIP CONFERENCE OF WOMEN RELIGIOUS POSITION DESCRIPTION

TITLE: Executive Assistant
FLSA STATUS: Non-Exempt
CATEGORY: Regular Full Time

PRIMARY FUNCTION

The executive assistant works directly with the executive director, providing critical administrative support and is responsible for general administrative tasks, diversified office duties, and safeguarding highly sensitive information in a confidential manner.

GENERAL RESPONSIBILITIES AND DUTIES

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Maintains confidence and protects operations by keeping information confidential.
- Prepares and organizes LCWR executive committee and board minutes and materials.
- Provides historical reference by developing and utilizing filing and retrieval systems.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions;
- Works collaboratively with associate directors and administrative assistant to assure smooth operation of all LCWR programs and activities.
- Proofreads LCWR publications.
- Works collaboratively with associate directors responsible for LCWR committees.
- Performs other duties as requested/required.

EDUCATION, KNOWLEDGE, SKILLS & ABILITIES

- Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Proficient in Windows-based applications, e.g., Microsoft Suite including Word, Outlook, Excel, Access, PowerPoint, etc.
- Ability to read, analyze and interpret operating and maintenance instructions specifically as related to office equipment, i.e. computer, facsimile and copy machines, postage, etc.
- Knowledge of contemporary Catholic Church and religious life or a willingness to learn.
- Excellent verbal and written communication skills
- Ability to work in a fast-paced environment with a high degree of attention to detail and accuracy and handle many projects at one time
- Team player with strong interpersonal skills.
- Willingness to take initiative with administrative tasks.

WORKING CONDITIONS

The LCWR Office hours are from 9:00 AM to 5:00 PM daily. The executive assistant is expected to be present at the office during those hours.

ACCOUNTABILITY

- Reports to the Executive Director of LCWR

The above statements are intended to describe the general nature and level of work required of this position.

This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee _____ Date _____

Supervisor _____ Date _____

6-8-16