



TESSA JOB DESCRIPTION

JOB TITLE:	Executive Program Assistant
REPORT TO:	CEO
TIME REQUIREMENT:	40 hours a week
PAY RATE:	\$16.81/hr

SYNOPSIS: Manages administrative functions including facilities, operations, administrative assistance to the executive team, grant records management and basic accounting.

RESPONSIBILITIES:

Operations/Facilities Management

- Responsible for contracting janitorial, printing and other vendor services
- Responsible for maintaining accurate records of equipment and systems ensuring appropriate preventive maintenance and repairs
- Responsible for main office building maintenance and main POC with Myron Stratton Home maintenance
- Assist and coordinate, when necessary, safe house building maintenance
- Assist with office supply inventory and group purchasing vendor relationship
- Coordinate household maintenance and repairs including, requesting, obtaining bids and coordinating any necessary repairs
- Coordinate vendors to ensure optimal facilities maintenance in accordance with contract specification and agency standards
- Responsible for planning and coordinating the use of the facilities (Conference rooms and PIH rooms)
- Coordinate, track and monitor inventory of agency equipment and supplies (e.g. keys, custodial supplies, parts/materials for vehicle and equipment repaid) to ensure accurate tracking and timely availability
- Schedule fire code inspections

Administrative

- Utilize computer skills to prepare memos, letters and various correspondence
- Support logistics for staff meetings, agendas and trainings
- Coordinate staff conference registrations
- Ensure administrative requests are completed in a timely manner
- Assist with projects as necessary
- Supervise offsite storage and destruction of client files as required
- Assist CEO with data entry for Grant Program reporting

Cultural Inclusivity

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity
- Apply the principles of multiculturalism and diversity in training and staff development
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members
- Use organizational change processes to support culturally informed organizational policies & procedures

Other



- Commit to TESSA’s organizational mission, vision, and operating philosophy
- Attend staff, other relevant meetings, trainings, and in-services as assigned
- Other duties and projects as requested by the Executive Team

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associate’s degree preferred
- Two years relevant experience; equivalent combination of education and/or experience may be considered
- Excellent organizational, communication (verbal and written), problem solving, listening and inter-personal skills
- Attention to detail and the ability to empathize, encourage and guide
- Knowledgeable and proficient computer skills
- Valid driver's license and car insurance
- Must be willing to complete background checks
- Ability to read, write and speak English
- Fluency in Spanish preferred
- Displays a positive attitude, works well with others, and accepts direction well.
- Able to work well in stressful and emotionally taxing circumstances and engage in effective self care.
- Able to independently use a computer for Word documents, spreadsheets, presentations, email, internet research, data entry and data management.
- Possess vision and hearing sufficient to work on a computer, on the telephone and in person.
- Ability to lift 50lbs, intermittently.

To Apply Please Visit
www.TESSAcs.org/about-tessa/employment
TESSA is an equal opportunity employer.

X

Employee Signature

X

Date