



JOB DESCRIPTION EXECUTIVE ASSISTANT

HopeNet is a faith based nonprofit organization transforming lives through coaching and counseling. For over 25 years HopeNet has provided mental health services on a sliding scale made possible by donor support. Building on our expertise in mental health, we are expanding our impact in our community through professional coaching and training.

DESCRIPTION:	The Executive Assistant provides the Executive Director with organizational, administrative and technological support for operational integrity of the mission of HopeNet.
POSITION GOAL:	Assist Executive Director in day-to-day administrative support to execute the vision and mission of HopeNet as established by the board of directors.
QUALIFICATIONS:	Associates or Bachelor's Degree preferred. Working knowledge of Microsoft Office products are required. Knowledge of QuickBooks and budget forecasting preferred. Professional communications skills and excellent organizational skills with strong attention to detail and ability to multi-task are required. High level of confidentiality required.
EXPERIENCE:	Minimum two years' pertinent experience in professional administrative role or Human Resource department. Raiser's Edge software and operational experience preferred.
TERMS:	Full time salary exempt \$30-35K range
REPORTS TO:	Executive Director

RESPONSIBILITIES

- RESPONSIBILITY 1:
- 1. Universal Responsibilities**
 - 1.1. Maintain Executive Director's calendar, scheduling meetings and direct client times
 - 1.2. Oversee formatting, updating and editing when there is a change in Policy by Board of Directors
 - 1.3. Assist Executive Director in formatting, updating and editing of Protocol in accordance with Policy
 - 1.4. Maintain network file integrity per Policy
 - 1.5. Maintain retention policy and preserve history of HopeNet in physical and network files
 - 1.6. Assist Executive Director as needed

RESPONSIBILITY 2:

2. Board Responsibilities

- 2.1. Maintain board calendar and schedule, sending Outlook invitations as needed
- 2.2. Schedule board committee meetings
- 2.3. Maintain Board meeting minutes and records
- 2.4. Submit monthly board meeting agendas for approval
- 2.5. Implement admin changes based on Policy and Protocol changes
- 2.6. Assist with documentation of strategic plan
- 2.7. Order monthly board meeting lunch, setup and cleanup room
- 2.8. Prepare board meeting materials including power point presentations

RESPONSIBILITY 3:

3. Human Resource Responsibilities

- 3.1. Assist Executive Director and track recruitment process
- 3.2. Post job openings on appropriate sites and process applications
- 3.3. Request background checks for new hires or volunteers
Ensure professional therapists have current license from the Behavioral Science Regulatory Board
- 3.4. Draft and send declination letters and Employment Offers on Executive Director's behalf
- 3.5. Assist Executive Director and track onboarding process
- 3.6. Assist Executive Director and track review process
- 3.7. Maintain Executive Director's personnel files are current and accurate
- 3.8. Ensure current insurance for each therapist is on file
- 3.9. Draft Agreement revisions, obtain employee surveys and termination documentation
- 3.10. Assist in development of training manuals and establishing protocol
- 3.11. Track Program staff CEU allowances
- 3.12. Create weekly staff meeting agendas and annual schedule for staff meetings, maintaining communication with staff and directors as needed
- 3.13. Function as HIPAA Security Officer, ensuring full compliance

RESPONSIBILITY 4:

4. Financial Responsibilities

- 4.1. Run Profit & Loss reports for budget analysis for Executive Director and board committee review
- 4.2. Assist Executive Director with budget projections
- 4.3. Obtain wage comparison reports for review every two years

- RESPONSIBILITY 5: **5. Strategic Marketing Responsibilities**
- 5.1. Prepare materials for presentations and networking appointments for Executive Director with community leaders
 - 5.2. Provide copy content for promotional pieces as needed
 - 5.3. Provide copy oversight for informational integrity on the website
 - 5.4. Maintain community memberships

- RESPONSIBILITY 6: **6. Development and Donor Relations Responsibilities**
- 6.1. Schedule meetings with current and prospective donors, professionally representing the Executive Director and HopeNet
 - 6.2. Work closely with Donor Relations Coordinator during Events season
 - 6.3. Schedule Executive Director as speaker at pertinent community awareness and development events
 - 6.4. Oversee Donor Data integrity in Raiser's Edge, occasionally providing backup data entry and relationship tracking input
 - 6.5. Act as Raiser's Edge Administrator, ensuring Policy and Protocol are followed
 - 6.6. Verify and proof all occasional, monthly, quarterly and annual donor acknowledgements and receipts for accuracy
 - 6.7. Export Raiser's Edge reports

- RESPONSIBILITY 7: **7. Program Responsibilities**
- 7.1. Maintain Program policy definitions for file integrity
 - 7.2. Coordinate with Program Administrative Assistant to ensure program statistical reporting is accurate and current
 - 7.3. Create files and materials for Executive Director's personal coaching clients
 - 7.4. Oversee Executive Director's availability and client scheduling in Client Software

- RESPONSIBILITY 8: **8. Team Collaboration & Community Awareness**
- 8.1. Effectively communicate with staff in verbal and written forms
 - 8.2. Participate in weekly team/staff meetings
 - 8.3. Provide progress updates in weekly meetings with Supervisor
 - 8.4. Collaborate with Supervisor to develop, evaluate and implement collaborative strategies for organizational effectiveness
 - 8.5. Represent HopeNet at fundraising and networking events
 - 8.6. Other duties as assigned

RESPONSIBILITY 9:

9. Mission & Ethics

- 9.1. Represent and uphold the HopeNet mission to “Restoring dignity and hope, based on Christ’s love, by offering comprehensive and professional services.”
- 9.2. Exhibit integrity in all matters of ethics.
- 9.3. Demonstrate authentic commitment to the Biblical principles of the Christian faith.