



JOB DESCRIPTION

JOB TITLE: Executive Assistant
JOB STATUS: Regular Full Time, Non-Exempt
REPORTS TO: President/CEO

POSITION SUMMARY:

Under the general direction of the President/CEO, provide sensitive and complex administrative support to the President/CEO, Board of Commissioners, and BSRHA Leadership. Provides support for special projects and general administrative office assistance (e.g. filing, copying, answering phones) as needed.

This Executive Assistant (EA) will handle confidential information and maintain professionalism in dealing with senior executives. Role responsibilities include managing multiple complex calendars, planning and organizing events of all sizes, and coordinating domestic and international travel. The EA will help build a positive team environment and establish working relationships inside and outside of the group.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Relieve the Management of administrative detail. Provides administrative support to Leadership by drafting routine correspondence, maintaining calendars, coordinating all incoming and outgoing correspondence, including email, establish and maintain an effective filing system for documents, contracts, reports and records including records of a confidential nature as required, in a timely and professional manner
- Keep Human Resource records (must be able to maintain confidentiality, and is an ESSENTIAL job function)
- Prepare and track the processing of purchase orders, travel authorizations, and other official documents that are subject to multiple reviews at different levels within the organization
- Provide support to the Board of Commissioners by managing board relations, coordinating Board activities; compiling, preparing, organizing and processing Board of Commissioners meeting agenda packets; preparing various documents including resolutions, reports, memoranda, meeting notices and other related meeting documents; and providing travel arrangements for the Commissioners
- Attend Board of Commissioners meetings and takes notes; prepare meeting minutes for Leadership's review and edit; prepare and maintain the official record of the Board minutes; performs follow-up functions to ensure a timely response to Board and President/CEO information requests
- Research information for use in BSRHA projects through interacting with outside agencies and internal staff
- Planning and executing housing meetings, events, off sites, morale activities and other partnerships both inside BSRHA and with external partners.
- Take ownership & support of logistics for these events and ensure that budgets and activities around this area are managed as effectively as possible

- Representing the executive professionally; effectively communicating on the President/CEO's behalf with others, including those within the company and those in the external community. Includes coordinating internal and external speaking engagements
- Planning and coordinating domestic and international travel plans end-to-end, including proactively anticipating any logistics and itineraries. Meet travel requirements of the executive, including on-the-ground door-to-door logistics
- Preparing and reconciling expense reports to ensure timely processing. Will also handle expense approvals for executive's direct reports
- Assisting with special projects across the organization; provide group support as needs arise
- Supporting and guide employees, including but not limited to corporate policies, procurement, recruiting and onboarding, space, and facilities
- Study and implement methods of improving work measurements or performance standards, including conducting quality control reviews
- Serve as backup for front office and Management staff and ensures adequate coverage. Serve as backup for finance staff in processing payroll and account payables
- Provide courteous, respectful, honest, timely and professional information to all Housing Authority staff, program participants, visitors and Commissioners for all activities and services
- Perform other duties as assigned or required
- Provide guidance and support with special projects such as grant applications, special reports and internal and external interface under the direct supervision and guidance of the President/CEO. Prepare program proposals, budgets, and applications for federal and local funding opportunities for various service programs for BSRHA. Monitor and evaluate program activities relative to established performance and tracking indicators
- Review new or revised regulations affecting housing programs; confers with Leadership staff to interpret new and revised legislation and advise team of impact on operations; and prepare and distribute related information to appropriate management and staff
- Handle grievance files
- Maintain clean personal records and make available to the bargaining unit members upon request
- Manage Board packets, assemble and present in a professional style, coordinate the e-distribution and hard packs to the Board and Management team
- Track the terms of commissioners, timing for appointments from the nonprofit tribal organization
- Board travel planning and coordination
- Process meeting minutes, track action items for execs from the Board of Commissioners meetings (what they are expecting at the next meeting)
- Saving, archiving, and organizing all BSRHA policies and updates, including research and investigation for management when needed
- Managing the permanent archive of Board actions (resolutions, policies, motions, minutes, bylaw changes, and so on)
- Event management and support; purchasing office supplies and materials

EDUCATION AND EXPERIENCE:

- High school diploma or GED;
- Associate degree in public or Business Administration, Management, Finance, or a related field preferred. Associate degree requirements may be substituted on a year-for-year basis with progressively responsible administrative experience;

- Two (2) years of highly responsible, complex, and varied administrative or project coordination experience, preferably in support of upper-level management or a board of directors/commissioners;
- Minimum 3-5 years of high-level administrative and project management experience supporting a senior executive and demonstrated work experience in a complex, fast-paced environment;
- Minimum 3-5 years of scheduling experience managing high-volume clientele at the executive level, such as Vice President;
- 3-5 years of experience using Microsoft Office, which includes Outlook, Word, PowerPoint, and Excel;
- Valid Alaska Driver's License that meets BSRHA insurability criteria

KNOWLEDGE AND SKILLS:

- Knowledge of contemporary office procedures and practices; government or non-profit administrative protocols and procedures for conducting business through a board of directors or commissioners;
- Excellent interpersonal skills demonstrated positive customer service skills, ability to relate to people of varying ages and backgrounds and to respond tactfully and courteously to public inquiries, complaints, and requests for information and assistance;
- Skill in using computers in a Windows-based operating environment, organizing resources, record-keeping techniques, establishing priorities and meeting deadlines;
- Skill in taking and transcribing meeting minutes; making arrangements for meetings, conferences, public events, and travel; efficiently managing the schedules and calendars of multiple levels of management;
- Ability to communicate effectively, both orally and in writing;
- Ability to gather data, to compile information and prepare reports

(PREFERRED KNOWLEDGE AND SKILLS)

- Knowledge of grant-writing, contract development, preparation of budgets, state, and federal grant application, monitoring and reporting requirements;
- Knowledge of applicable laws, rules and regulations related to assigned activities;
- Ability to prepare contracts, budgets, and applications for federal and local funding for housing and human service programs for public housing;
- Ability to coordinate the development of program proposals, and program implementation and monitor expenditures against grant funds authorized;
- Ability to work independently with little direction, establish priorities, meet schedules and timelines, plan, and organize work;
- Preferences for a bachelor's degree plus an intellectual interest and aptitude to develop a solid understanding of Housing Authority Management;
- Eager and able to work effectively under pressure with short time constraints and in relatively ambiguous and complex situations, as well as the ability to adjust direction in response to changing work situations;
- Ability to navigate corporate business practices and internal tools, such as: MS Expense, HDS, and MIP;
- Experience managing others preferred but not required

PHYSICAL REQUIREMENTS:

This position is partially sedentary in nature, with significant personal computer activity and the use of standard office equipment. The employee will be required to sit, stand, bend, walk, climb stairs, kneel, and drive to perform the essential functions of this job successfully.

WORKING CONDITIONS:

This position functions primarily in an office environment, with some travel required to regional sites served by BSRHA.

This job description is designed to indicate the general nature and level of work performed by an employee within this job category. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for an employee assigned to this job. BSRHA reserves the right to revise this Job Description at any time and as often as necessary.

This job description is not an employment contract. BSRHA is an “at-will” employer; therefore, either the employee or BSRHA may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

BSRHA is an Equal Opportunity Employer. Preference in selecting qualified candidates will be provided to Alaska Native/American Indian candidates per applicable law.