



JOB DESCRIPTION

Title: Executive Assistant

Reports to: HEP President/CEO

Department: Executive

FLSA Status: Non-Exempt/Full Time (40 hours per week)

*This position does not provide remote capabilities

GENERAL SUMMARY:

The Executive Assistant is responsible for providing daily support to the HEP President/CEO. This position serves as the primary point of contact for all internal and external communications pertaining to the President/CEO. This position is responsible for handling a wide variety of executive administrative tasks from conception to completion in a timely manner with accuracy while maintaining a high level of confidentiality and professionalism at all times.

PRINCIPLE JOB DUTIES AND RESPONSIBILITIES:

- Reports directly to the company President/CEO.
- Plans and coordinates the President/CEO's calendar, manages conflicting appointments and/or events as well as keeps open communication regarding any changes to commitments throughout the day and week.
- Ability to work outside of normal business hours on a handful of occasions throughout the year (with the understanding that this time can be flexed by the employee).
- Prepares executive-level reports and presentations.
- Serves as gatekeeper and steward of the President/CEO's time.
- Provides a hospitable greeting to President/CEO's visitors to the HEP campus, with appropriate meeting rooms prepared in advance.
- Proactively communicates with entire executive team to maintain and provide reminders for ongoing monitor list (with adequate pre-monitors for lead time) for all deadlines associated with contracts, grants, etc.
- Checks voicemail throughout the day for President/CEO and triage messages as necessary.
- Responsible for various organizational daily tasks such as mail distribution, handling of gas cards, maintaining organization of storage closet, etc.
- Prepares board packets and distributes them to all prior to scheduled board meetings.
- Records and prepares all meeting minutes in a timely manner for the board, management, HEP committees, etc.
- Researches, prioritizes, and follows up on issues needing attention from the President/CEO.
- Responsible for coordinating all travel arrangements necessary for the President/CEO, Board of Directors, Founder or any other parties requested.
- Provides administrative support to the Founder of HEP as needed
- Performs all other duties and responsibilities assigned by the President/CEO.



KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:

- Minimum of five years' experience in an office setting supporting executive level management, preferably in a non-profit organization.
- Bachelor's degree in business administration, communications and/or relevant field.
- Exceptional communications skills verbally, written and with all levels of staff within the organization.
- Proficient in Microsoft 365 (Outlook, Word, Excel, Power Point), SharePoint, Adobe Acrobat, etc.
- Ability to adapt to shifting priorities frequently and/or without notice.
- Solution-oriented mindset.
- Ability to anticipate the needs of the President/CEO and accomplish identifiable tasks prior to being asked to do so.
- Maintain a polished, professional appearance and demeanor at all times. This position represents the President/CEO, Founder, and organization as a whole.
- Punctuality, reliability, and dependability are required.
- Empathetic, respectful, patient, and kind attitude towards the clients and residents HEP serves.
- Enthusiasm for a warm, caring, tight-knit company culture.
- Maintain a tidy, organized personal workspace, Board Room, and common area at all times.
- Strong organizational skills and excellent attention to detail
- Capacity to work in a collaborative team setting as well as independently.
- **Must** have the ability to work under pressure and meet deadlines on time.

WORKING CONDITIONS:

- Position requires sitting, standing, bending, reaching, lifting and long periods of time on feet.
- The physical environment could require the employee to work outside in heat, wet/humid, and dry/arid conditions.
- Walking on uneven surfaces around HEP campus
- Must be able to successfully pass a Level 1 background, drug and alcohol screening.
- Possesses a valid Florida driver license and clean motor vehicle registration.
- Ability to lift up to 50 pounds; Anything in excess of 50 pounds requires a team lift.
- Must be available for necessary business travel throughout the year if requested by the President & CEO

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Employee Signature

Date