



Executive Assistant

Fox Valley Special Recreation Association

Contact Name: BreAnn Dunbar
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Closing Date:
Salary: \$23-\$26HR

Description:
JOB TITLE:
Executive Assistant

DEPARTMENT:
Administration

DIRECT REPORTS TO:
Executive Director

BENEFITS
25 hours of PTO

CLASSIFICATION:
Class 2- Under 1,000 hours annually

SCHEDULE:
Monday-Friday
Estimated 20 hours per week

SALARY/HOURLY RANGE:
\$23-\$26 hour

FLSA:
Non-Exempt

JOB PURPOSE:

The Executive Assistant provides high-level administrative support to the Executive Director and the administrative team to ensure that the agency's goals and objectives are accomplished and operations run efficiently.

POSITION QUALIFICATIONS:

1. Associate's degree or equivalent experience preferred.
2. Minimum of 1-2 years of experience in an administrative/executive support role.
3. Excellent written and oral communication skills
4. Strong attention to detail with effective problem-solving capabilities.
5. Proficient in Microsoft Office applications such as: Outlook, Word and Excel.
6. Strong time-management skills and an ability to organize and coordinate multiple concurrent projects.
7. Ability to work effectively in a team environment and communicate effectively with internal and external stakeholders.
8. Ability to maintain confidentiality of information related to the company and its employees.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Support the Executive Director primarily and provide additional support to the administrative team as directed.
2. Coordinate complex scheduling and calendar management, as well as content and flow of information to team members and external correspondence.
3. Assist in coordinating travel arrangements, including the preparation of itineraries, booking accommodations, and securing transportation.
4. Support the Executive Director in managing all communications with the FVSRA Board of Directors, including the timely preparation and distribution of agendas, meeting notices, reports, and other relevant materials.
5. Support the execution of special projects by conducting research, assisting with project tasks, and preparing reports.
6. Gather all documents to be presented at Board meetings and ensure their proper distribution.
7. Providing administrative assistance, such as writing and editing emails, spreadsheet creation, drafting memos, and taking meeting minutes.
8. Effectively performs research work and compile information for the Executive Director, Board, Attorney, and administrative team as needed.
9. Assist Executive Director with FVSR Foundation communication to the Foundation Board members such as preparation and distribution of agendas, meeting notices, reports, and other relevant materials.
10. Thoroughly and confidentially organizes and maintains files, official agency records, reports, documents, and correspondence.
11. Follow the safety policies as indicated in the FVSRA Safety Manual.

PHYSICAL DEMANDS:

The Executive Assistant must, with or without reasonable accommodation, be able to perform the following functions:

1. Frequently stand, walk, sit or feel; reach with arms and hands. The employee must be able to talk, hear, and see (both near and far).
2. Gather, load, transport and set-up equipment and supplies.
3. Reach storage cabinets or areas to place or retrieve binders or documents.
4. Keyboard information efficiently with a high accuracy rate, for periods of up to an hour or more without a break.

WORKING CONDITIONS:

This job operates in an office setting occasionally assisting with larger Agency Programs or Foundation events. The noise level can range from quiet to loud. When working indoors conditions can include different types of lighting and temperatures. When working outdoors you may be exposed to different types of weather conditions. You may be exposed to elements when driving to meetings or assisting with Agency programs or Foundation events.

EQUAL OPPORTUNITY EMPLOYER

FVSRA has been, and will continue to be, a fundamental principle at the agency, which bases employment upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status, ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law. Applicants requiring a reasonable accommodation to participate in the hiring process may contact HR at HR@fvsra.org.