



**Children's
Service Society**

Safe Children, Caring Families,
Strong Communities

Job Description Form

Position Title: Executive Assistant

Department: Administration

Reports to: Executive Director

To Apply: Please send a current resume and cover letter in PDF format to Carla@cssutah.org

FLSA Status: Non - Exempt

EEOC:

General Summary:

Provides high-level administrative support by assisting Board of Directors, Executive Director, Accountant, Development Director, and Program Directors. Responsible for graphic design, website and social media updates.

Essential Job Functions

General Office Duties

- Attend Children's Service Society staff meetings as scheduled
- Assist CSS with copying, mailing, printing and other duties as assigned
- Update calendar and inform supervisor of schedule changes and needs
- Follow company policies and procedures
- Keep personal use of time to a minimum. Submit agency paperwork to appropriate supervisor in a timely manner. Dress appropriately, and represent the agency in a positive manner
- Communicate with co-workers and team members in a positive, respectful and professional manner
- Willing to work on good communication techniques, team building techniques and other ways to improve the CSS team

General Job Duties:

- Answers phones in a prompt and professional manner
- Keeps reception area looking clean and neat
- Greets walk in clients
- Graphic Design
- Sorts incoming faxes into boxes, checks fax machine for paper and restocks it
- Calls for repairs on copy machines and postage meter
- Signs for deliveries that arrive and notify the recipient of arrival
- Orders office and kitchen supplies and delivers them or put them away
- Ensures brochure/information desk in front area is properly stocked
- Attends staff/admin/board/and/or other meetings as necessary and types minutes
- Keeps Board of Directors record binder updated including board member files, roster, and other information
- Gathers yearly board member BCI applications
- Sends reminders to program directors to submit program reports
- Assembles packets for board members
- Sets up conference room for staff and board meeting
- Follows up with assignments given by the board

- Assists with staff retreats and setup
- Schedules appointments for Executive Director as needed
- Assists Director of Accounting with proper audit procedures including mailing checks
- Assists Development Director as needed (Annual Campaign, fundraisers, Events, United Way and other duties as assigned)
- Maintains and updates website and social media sites
- Creates event fliers, posters, forms, graphics etc.
- Edits photographs in Photoshop
- Develops and updates agency and program brochures as well as other outreach materials to ensure proper use of branding guidelines
- Proofreads CAC newsletters and other marketing materials
- Represent Admin Team in Bureau of Merriment
- Other duties as assigned

**Some duties could be shared with other staff members as determined by Executive Director*

Education and Experience:

Associates Degree or Bachelors Degree or comparable experience in an office setting preferred as well as skills and knowledge of computers, proofreading, social media, web literacy, and graphic arts.

Skills Needed:

- Proficiency in Microsoft Office, Adobe Suite (Photoshop, In-Design, Illustrator)
- Proficiency in all Social Media platforms
- Operation of online ticketing and other platforms
- Familiarity with Wordpress a plus

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				X
Hearing: Must be able to hear well enough to communicate with employees and others				X
Standing/Walking		X		
Climbing/stooping/kneeling	X			
Lifting/pulling/pushing	X			
Fingering/grasping/feeling: Must be able to write, type, and use phone system				X

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.