

<b>Job Description Title:</b>	Executive Assistant	<b>Primary Supervisor(s):</b>	COO
<b>Department/Group:</b>	Leadership	<b>Secondary Supervisor(s):</b>	Executive Team
<b>Location:</b>	Hybrid from North Central WV	<b>Travel Required:</b>	<25%
<b>FLSA Classification:</b>	Non-Exempt	<b>Position Status (FT, PT, etc.):</b>	FT
<b>General Workday/Week:</b>	M-F, 8-4	<b>Physical Demands:</b>	LIGHT
<b>Education and Experience:</b>			
Bachelor's Degree and prior experience in a non-profit office setting required.			
<b>Mission Statement:</b>			
Our programs employ the best practices in the industry and we employ them with the highest level of excellence that we know how. We seek constant improvement; improvement requires change. Therefore, change is the normal way of life in how we serve our clients and do business.			
<b>Values:</b>			
At the West Virginia Coalition to End Homelessness, we believe in what we do. People matter. People don't have roofs over their heads. People don't have doors that lock. We don't think that's the way things should be, and we are doing our best to stop it. Everyone at WVCEH has a part to play in ensuring people who are experiencing homelessness are stabilized in housing quickly and permanently.			
<b>Position Summary:</b>			
Reporting to the Chief Operations Officer, the <b>Executive Assistant</b> , works to support the overall direction of the organization. The Executive Assistant works within a team-oriented, fast-paced work environment. The team is a talented, creative, and data-driven group focused on furthering the mission and values of the agency. This role is crucial in providing administrative, organizational, and project management support to help the leadership team achieve strategic goals and fulfill the organization's mission.			
<ul style="list-style-type: none"> <li>• Prepare and organize meeting materials, agendas, and minutes for Executive teams while maintaining a high degree of confidentiality and tact.</li> <li>• Screen and prioritize incoming communications, including emails and phone calls, and respond on behalf of the Executive Team</li> <li>• Draft, edit, and proofread correspondence, reports, and other documents.</li> <li>• Coordinate logistics for board and committee meetings, including scheduling, agenda preparation, and distributing materials.</li> <li>• Maintain accurate records of board and committee activities, including meeting minutes and documentation.</li> <li>• Track project progress and deadlines, ensuring timely completion and reporting of key initiatives.</li> </ul>			

- Complete standard HUD grant compliance forms, including environmental review forms, ensuring accuracy and submission within deadlines.
- Prepare forms for review and signature by the Executive Director and other leadership team members.
- Organize and maintain HR files and records, ensuring compliance with legal and organizational requirements.
- Complete employment verifications and respond to requests for HR-related documentation, such as wage and salary verifications.
- Send and track background check emails and annual rechecks for compliance, following up to ensure timely processing.
- Assist with special projects as assigned, tracking progress and ensuring deadlines are met.

**PHYSICAL / ENVIRONMENTAL DEMANDS:** *The table below shows how much on-the-job time is spent on the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			x	
Walking			x	
Sitting				x
Using hands to finger, handle or feel			x	
Reaching with hands and arms			x	
Climbing or balancing		x		
Stooping, kneeling, crouching, or crawling		x		
Talking or hearing				x
Tasting or smelling	x			
Other: Please describe.				

This position is described as **light/sedentary physical activity** performing non-strenuous daily activities of an administrative nature. Occasional travel to venues, project sites, or local vendors may be required. The noise level is moderate, as typical of a business office setting with computers, printers, traffic lights and phone conversations. Travel is required.

**Equipment Used:** Desktop Computer and phone-systems.

**Materials Used:** Office supplies

**Noise:** Moderate

#### REQUIRED CERTIFICATIONS/EXPERIENCE

- Bachelors Degree
- Valid WV Driver's license
- Knowledge of issues related to homelessness
- Excellent written and oral skills

- Highly organized, self-motivated, and attentive
- Excellent interpersonal communication, with the ability to communicate across departments and hierarchal structures
- Ability to work independently, maintain confidentiality, and exercise discretion in all interactions.
- Strong management skills including professional development, project management, and work planning
- Exceptional organizational and creative problem-solving skills.
- Able to multi-task the execution and oversight of simultaneous tasks
- Sound decision-making capability
- Excellent oral and written communication skills

### **Benefits**

- Benefits include health, dental, vision, PTO (4 weeks accrued over the first year), Holidays (12 per year), and 401K.

### **Salary**

- Salary will be based on qualifications and experience. There will be minimal room for salary negotiations as this is a grant-funded position.

### **Competencies**

To perform the job successfully, an individual should be competent in the work styles, knowledge, skills and abilities listed below.

### **Work Styles**

- **Integrity** — Job requires being honest and ethical.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.
- **Innovation** — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- **Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.

### **Skills**

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Speaking** — Talking to others to convey information effectively.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

#### **Abilities**

- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

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**APPROVAL AND ACKNOWLEDGEMENT**

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Supervisor's Name

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Supervisor Signature

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Date

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Employee's Name

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Employee Signature

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Date