



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Executive Assistant**

Department: **Operations**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Executive Director**

Revision Date: **February 2023**

POSITION SUMMARY:

The Executive Assistant provides excellent internal and external customer service in the delivery of wide-ranging administrative support to organizational leadership, finance, and programmatic staff of the Saint Louis MHB. This position is also responsible for the administration of employee benefits.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Operations
 - Provides confidential administrative support to the Executive Director and Deputy Director including meeting coordination, events, calendar maintenance, correspondence, memoranda, and preparing general communications
 - Provides administrative support to the Community Investment processes and other non-property tax operating grants
 - Assists the Executive Director with communications and scheduling with Trustees on all matters related to Board recruitment, appointments, and onboarding
 - Assists the Executive Director with communications and scheduling with Trustees on all matters related to Board Committee meetings, materials, meeting minutes, and Committee support
 - Ensures files of MHB Board of Trustees' meeting agenda, approved resolutions, meeting minutes, are maintained electronically
 - Facilitates general office supply ordering and maintenance
 - Manages travel arrangements, conference attendance, and professional development/continuing education registration for all MHB staff
3. Human Resources
 - Provides confidential administrative support to the Executive Director and Controller for the completion and periodic renewal and/or updating of MHB's employee benefits to include but not limited to:
 - Health, Dental & Vision Insurance
 - Short- and Long-Term Disability Insurance

- Life Insurance and Accidental Death & Dismemberment Insurance
 - Flexible Spending Plan
 - Assists Executive Director with confidential Human Resources duties and activities to include, but not limited to:
 - Employee Recruitment Process
 - Employee Onboarding & Deboarding Processes
 - Employee Timesheets and Time Trackers
 - Employee Annual Disclosure of Conflict of Interest
 - Performance Management and Performance Review Processes
4. Other duties as assigned by management

QUALIFICATIONS:

1. Associates degree in business administration or related field plus at least 4 years' experience in a business, corporate, government, or non-profit setting OR equivalent combination of education and experience
2. Initiative-taking and self-directed performer with the ability to use a consultative approach when appropriate.
3. History of working cooperatively and effectively with public officials and organizational personnel
4. Exceptional written and verbal communication skills
5. Proficient in MS Office, grant management, and finance/accounting software
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
8. Excellent judgment and ability to handle confidential information
9. Valid driver's license
10. Reliable transportation allowing travel between locations when required
11. Independently mobile in a variety of locations and settings

SIGNATURE:

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

Today's date: _____