



Job Description

Job Title: Executive Assistant – Community Impact and Analytics

Department: Community Impact and Analytics

Supervisors: SVP, Community Impact and Analytics

FLSA Status: Part Time, Non-Exempt

Salary Level: 15

Approved Date: August 2019

Summary:

Provide high-level administrative support to allow the Senior Vice President of Community Impact and Analytics to focus effectively on the leadership of the department. Provide liaison between the Senior Vice President, department directors, volunteer committees and community stakeholders. Performs varied administrative duties for the Senior Vice President and the department. Provide excellent interpersonal skills and the ability to work well with outside constituents, key volunteers and internal stakeholders. Works as an integral member of the department by conducting research, handling information requests, coordinating events and task force meetings. Perform administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings and taking minutes. **This is a part-time (20 hours per week maximum) position.**

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities: include the following.

General:

- Completes projects and special assignments for the Senior Vice President
- Provides support to by managing and maintaining schedules, appointments and travel arrangements
- Arrange and coordinate internal and external meetings and events including committee meetings with responsibility for meeting materials, set up and minutes.
- Track time off requests for department, complete and process time sheets and expense reports
- Works with SVP to develop and monitor departmental budgets
- High level of professionalism, confidentiality and capacity to work independently
- High level of written and verbal communication skills with attention to detail and organization.
- Driving is an essential function of this position.

- Assist SVP – Community Impact and Analytics, Senior Director Analytics and Directors of Community Investments with coordination of multiple volunteer teams through the annual community investment process and community impact annual work.
- Interact with agency partners, cabinet members, CIRT volunteers, task force members and donors in meetings, at events, and over the phone to provide information, resolve concerns or requests for support.
- Provides meeting management functions and helps coordinate community events and coalitions.

- Works with grants database and supports data collection, grants management and UWM grant relationships.

Marginal Duties and Responsibilities:

- Review monthly departmental budget reports. Review departmental invoices and purchase orders for approval.
- Responsible for ordering all supplies for department staff/needs, meetings and events.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Receive and interact with incoming visitors, represent department in a positive and professional way.
- Open, sort, and distribute incoming correspondence, including faxes and e-mail.
- Compose and type routine and confidential correspondence. Verify reports and correspondence for accuracy with respect to information provided, punctuation, grammar, spelling and layout.
- Other duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibility.

Education and/or Experience:

Bachelor's degree from four-year College or university; and minimum five years related experience and/or training.

Certificates, Licenses, Registrations:

None

Complexity of Duties:

A wide variety of duties requiring a general knowledge of related organization policies and procedures and their application to cases not previously covered.

Supervision Received:

Under general direction, works from policies and general objectives with little functional guidance. Rarely refers specific cases to supervisor unless clarification or interpretation of organization policies is involved.

Language Skills:

English proficiency sufficient for communication with supervisors, co-workers, clients and customers. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of MS PowerPoint Design software; MS Excel Spreadsheet software and MS Word Processing software.

Other Qualifications:

Must pass all applicable background checks. Must possess a valid driver's license from the state in which you reside. Must be approved to drive for UWM business.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.