

FOOD BANK OF THE RIO GRANDE VALLEY, INC.
JOB DESCRIPTION

FULL TIME EQUIVALENT: 1.0
FSLA: Non - Exempt

POSITION: Executive Assistant to the Chief Executive Officer (CEO)

ACCOUNTABLE TO: Chief Executive Officer

GENERAL DESCRIPTION: Enhances Chief Executive Officer's effectiveness by providing information management support and representing the Chief Executive Officer to others. Employee is expected to carry assignments to completion with a minimum of direction; to convey at all times a courteous, professional image; and to use discretion and good judgment based on a thorough knowledge of Food Bank RGV activities.

RESPONSIBILITIES:

- Provides secretarial services for the Chief Executive Officer including typing correspondence, computerizing information, filing, copying and mailing
- Schedules appointments, meetings, conferences, teleconferences and travel
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data, and graphics
- Conserves Chief Executive Officer's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecons.
- Maintains customer confidence and protects operations by keeping information confidential
- Prepares reports by collecting and analyzing information
- Secures information by completing data base backups
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional orgs.
- Maintains work flow by studying methods; implementing cost reductions; and developing reporting procedures
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions
- Provides information by answering questions and requests
- Contributes to team effort by accomplishing related results as needed
- Evaluates existing procedures and recommends improvements to the Chief Executive Officer
- Performs additional duties as assigned by the Chief Executive Officer

QUALIFICATIONS:

- Excellent communication skills, both written and verbal
- Ability to understand and follow instructions on moderately complex matters
- Ability to work independently with minimum supervision
- Orientation to detail, accuracy, and the meeting of deadlines
- Above average typing and computer skills and general experience with office equipment
- Ability to communicate tactfully with other staff members, Board members, agency representatives and the public
- Thorough knowledge of business English, spelling, punctuation and grammar
- Ability to present a professional demeanor under a variety of conditions
- Access to reliable transportation

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

The Food Bank of the Rio Grande Valley, Inc. provides equal employment opportunity without regard to race, color, sex, religion, national origin, political belief, age or disability. The Food Bank RGV conforms to all applicable federal and state laws, rules, guidelines and regulations and provides equal employment opportunity in all employment and employee relations.

The Food Bank RGV assures that all applicants for employment and all Food Bank RGV employees are given equal consideration based solely on job-related factors, such as qualifications, experience, performance and availability. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates and fringe benefits. The Food Bank RGV reviews, evaluates and monitors all personnel matters to ensure that they are in accordance with this policy.

The Food Bank RGV takes seriously and will investigate promptly and thoroughly all charges of alleged discrimination in employment, and inform the Food Bank RGV employees of their rights in regard to equal employment.

The Food Bank RGV requires its personnel to act in conformity with the principles outlined in this statement through strict adherence to the above statements and recognizes that the effective application of equal opportunity in employment must involve more than a non-discriminatory statement. The Food Bank RGV recruits, hires, trains and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, political belief, age or disability status. The Food Bank RGV takes positive steps to eliminate any discrimination from its personnel practices, and creates an environment that encourages equal opportunity for all of its employees.

The Food Bank RGV distributes information regarding equal employment opportunity through the employee handbook and various publications. Equal Employment Opportunity related complaints may be made to your supervisor or Department Director.

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