

**Position Description: Executive Assistant**

Full-time Exempt position: 37.5 hours/week
Starting Full-Time Annual Salary Range: \$ 41,000 - \$46,000
Benefits: Health Stipend, Retirement match, 14 holidays, vacation accrual, flexible schedule, 37.5 hour work week

Part-Time position: minimum 20 hours/week
Starting Part-Time Salary Range: \$ 20 - \$22 an hour

Introduction:

The goal of the Ketchikan Wellness Coalition is to increase the quality of life for its residents by making Ketchikan a healthy vibrant community that people *choose* to live in. As an umbrella organization for several task forces, the KWC acts as a platform for individuals and organizations to collaborate and achieve greater success.

The Executive Assistant provides high level administrative, financial, human resource and logistical support to the Ketchikan Wellness Coalition. This role would work in partnership with the Executive Director to support the organization's administrative needs by ensuring seamless workflows for all staff within the organization. The Executive Assistant must be a problem solver, detailed oriented, a quick learner that can work both independently and well with all staff, contractors, and partners within their role. Because the Executive Assistant also manages the reception main office area, the individual is considered the "face of the office".

Duties and Responsibilities:

This position reports to the Executive Director of the Ketchikan Wellness Coalition. The following statements are illustrative of the essential functions of the job and do not include other non-essential or peripheral duties that may be required.

Administrative Support:

- Undertake all general office administrative tasks including, but not limited to: managing incoming/outgoing mail, receipts/financial processing, creating and maintaining a contact list, answering phone, drafting documents, supply inventory and ordering, and maintain filing systems.
- Serves as the administrative lead on internal and external communication that represents KWC to include but not limited to monitoring general email, calendar, website updates, marketing/promotional updates, and agency resource guide.
- Support Program Coordinators in implementing the activities and initiatives of the Task Forces, this may include program documentation, data entry/tracking, setting up meetings, creating agendas, taking minutes, and other support needs.
- Search for new profiles to include in the directory - using social media, incoming calls/emails, outreach to community members, and similar strategies and complete data entry to add new resources.
- Support the gathering and tracking of statistics to be used for project focus, evaluation of project outcomes and availability of potential grant funding.
- Assists with KWC's community events presentations and outreach activities and act as a representative at these events.
- Provide support to Executive Director with staff and/or board meetings that may include agenda and packet preparations, meeting minute taking, or other board committee administrative needs.
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues.

Operations, Human Resources, and Financial Support:

- Communicates with the organization's accountant under the direction of Executive Director.
- Assist staff with appropriate coding for accounting and tracking of receipts for accounting of expenses.
- Assist in the improvement of record-keeping procedures. Analyze and improve operational procedures, in collaboration with the Executive Director.
- Track and create invoices as well as receive payments.
- Prepare New Employee or Board of Directors welcome packets.
- Work with both the Executive Director and Board Treasurer to ensure the implementation of policies, internal controls, accounting standards and procedures are in place.
- Track and monitor timesheets for all staff members.
- Manage all office technology and equipment. Schedule maintenance and repairs when needed, troubleshoot basic technical issues with computers, phones and internet. Liaise to enroll additional professional technical assistance when needed.
- Light housekeeping office cleaning, vacuuming and garbage disposal.

Requirements:

- High school graduate, or equivalent required.
- Minimum two (2) years related experience in Administrative Work, Social Work, Human Services, Public Health, or related fields.

Qualifications:

- Proficient in Microsoft Office Suite programs; Excel skills highly valued.
- Complete data entry with accuracy and precision.
- Demonstrated sound research skills and trouble shooting.
- Excellent oral and written communication skills in-person, phone, and virtually.
- Communicate in a friendly and productive manner with individuals and organizations, within and outside of the Ketchikan Wellness Coalition.
- Flexible and adaptable with ability to problem solve.
- Manage multiple tasks/projects simultaneously.
- Takes initiative, can be self-directed.
- Able to prioritize tasks and practice effective time management.
- Ability to produce timely outputs with the necessary support.
- Collaboration and work as a team player.
- Accepts and integrates supervision and training.
- Highly organized and detail oriented.
- Passion for the Ketchikan community and/or Southeast Alaska is preferred.

Additional Assets:

- Competent and/or experience in WordPress.
- Familiar with health and wellness resources available to the Ketchikan community.
- Volunteer management experience.
- Comfortable with design programs such as Canva.
- Transportation: Some tasks may require personal use of a vehicle. We consider it an asset to have a driver's license and access to a vehicle but is not required.