

DOGS FOR THE DEAF, INC.
JOB DESCRIPTION

Job Title: Executive Assistant

Reports to: Human Resource Manager/Office Manager

Job Summary:

Provide direct administrative and project management support to the President & CEO, the General Manager, the CFO, and the Human Resource Officer

Essential Duties and Responsibilities:

- Primary provider of administrative support to the President & CEO and the General Manager
- Also provide administrative support for tasks and projects as requested to:
 - Chief Finance Officer
 - Human Resources Officer
- Provide administrative support to the Development Director and Development Coordinator for major fund development events.
- Administrative support can range from menial secretarial tasks to advanced skills such as creative writing, communication with clients and donors, and managing complex projects from conception to completion.
- Assist with overflow tasks from other office projects.
- Office Volunteer Program Management – recruit, coordinate, schedule time and work tasks, and maintain excellent relationships with office volunteers to ensure their continued commitment to and support of Dogs for the Deaf. Plan and execute the volunteer luncheon and training session.

Essential Qualifications:

Education: High School Diploma required. Some college or professional secretarial school.

Experience: Minimum of ten years of office and administrative support related experience *or* minimum of five years of executive secretarial experience.

Excellent computer skills—Advanced skills in Microsoft Word and MailMerge; advanced experience in Excel. PowerPoint skills a plus.

Essential Requirements:

- Energetic, professional and possess a strong work ethic.
- High degree of initiative; self-starter and ability to work with limited supervision. Takes ownership and holds self accountable. Meets commitments.
- Detail oriented, self-motivated and able to work under pressure on multiple projects.
- Commitment to accuracy.

- Intellectual agility and the ability to think strategically.
- Excellent verbal communication skills including excellent active listening skills.
- Excellent written skills--strong understanding and accurate expression of written and verbal English sentences and paragraphs in work-related documents and letters. Mastery of grammar, spelling, punctuation.
- Think systematically—quickly grasp core concepts, understand interconnections and consequences, and make transitions to new processes easily.
- Strong time management skills and excellent organizational and prioritization skills.
- Ability to work collaboratively with a wide diversity of individuals at all levels of the organization.
- Legible handwriting or printing.
- Must be comfortable around dogs.
- Must be able to lift 25 pounds and climb stairs easily.

Note: This is a job description, not an employment contract. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by management.

Dogs for the Deaf, Inc. is an equal opportunity employer.