

St. Louis Mental Health Board Position Description

Executive Administrative Assistant

The Executive Administrative Assistant is a member of the St. Louis Mental Health Board (MHB) team. As such s/he contributes to the overall performance of the organization in meeting its statutory and board policy requirements.

EXAMPLES OF RESPONSIBILITIES AND DUTIES

The following is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities and duties. The responsibilities and duties may differ from those outlined in the job description and other duties, as assigned, may be required.

The Executive Administrative Assistant is responsible for providing administrative support to the MHB Executive Director and System of Care (SOC) Leadership Team exercising diplomacy, initiative, independent judgment, and discretion. This individual will help MHB and SOC present a positive, energetic, and professional face to its callers, visitors, and constituents. He/she will use knowledge of the MHB and SOC mission, policies, and operations to proactively prioritize, plan, schedule and primarily support the activities of the MHB Executive Director as well as provide overall office and administrative support to the organization staff and SOC Leadership Team. This position will perform a full range of duties that include: composing a variety of routine and non-routine correspondence, compiling data and preparing reports using various computer applications; managing financial and expense information and data; establishing and maintaining business records and files; scheduling and coordinating meetings and appointments to ensure time is effectively leveraged; making travel arrangements; and efficiently handling phone calls, visitors, and mail of MHB and SOC.

Under minimal supervision, s/he will perform complex, specialized administrative duties requiring knowledge of MHB and SOC procedures, programs, and initiatives.

Reports to: Administrative Manager or Executive Director

MHB and SOC Responsibilities

- Collect, compile, and analyze complex data and information for inclusion in reports or presentation materials. Prepare charts, graphs, or tables as necessary. Write and edit letters; exercise judgment, act decisively, and maintain confidentiality.
- Use broad knowledge of MHB and SOC policies, mission, organization, and operations to proactively prioritize, plan, and schedule activities with other key personnel, Board, contractors, and outside business contacts.
- Communicate with internal and external clients and constituents.

- Utilize independent judgment and analysis for the coordination and monitoring of specific project/tasks.
- Receive and respond to correspondence.
- Perform sorting, filing, and cross referencing of materials and documents. Establish filing system, if/when needed.
- Maintain and update files.
- May distribute mail, retrieve and deliver files, and copy documents.
- Provide guidance in completion of some routine activities.
- Provide filing, record keeping, and data entry for financial and expense reporting
- Organize and schedule travel arrangements.
- Assist in the set-up, coordination, and management of events.
- Provide administrative support on Board related activities, including Board meeting preparations, communications, and meeting reports.
- Attend meetings as needed to record and prepare minutes.
- Supports overall office management including ordering of supplies; food and catering arrangements as necessary; and interface with office vendors.

MHB and SOC Communications/Public Relations Support

- Participate in the creation, information compilation, review and editing of PR/communication materials
- Post and announce posting of pertinent publications on the website
- Assist in creation of print advertisements for events and publications
- Plan and coordinate logistics of MHB or SOC sponsored events

QUALIFICATIONS & SKILLS NEEDED

- Associates Degree required, Bachelors Degree preferred.
- Solid administrative experience is required with strong organizational skills and the ability to communicate effectively and professionally with internal and external parties.
- Should have prior experience working for senior level executives, be capable of working independently and as a team member, and to take the lead organizing projects and workload.
- Must have excellent time management, word processing, editing, and proofreading skills for preparing accurate documents.
- Demonstrated ability to work with Microsoft Office programs such as Excel, Word, and Power Point.
- Uses time effectively/efficiently; values time; concentrates time on important priorities.
- Relates well to people on all levels; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; diffuses even high-tension situations comfortably.

- Effectively copes with change; shifts gears comfortably; makes decisions as needed and supports the group function.
- Develops and uses collaborative relationships to facilitate the accomplishment of work goals.

Other:

- Valid driver's license
- Regular access to an insured vehicle
- Ability to be autonomously mobile in visiting a variety of community settings

Equal Opportunity Employer

MHB is an equal opportunity employer. MHB makes all employment decisions without regard to race, color, religion, gender, sexual orientation, genetic information, national origin, age, disability, marital status, veteran status, or any other legally protected status.

At-Will Basis of Employment

This document does not create an employment contract. Employees of MHB are employed on an "at will" basis and may be terminated at any time.

Compensation:

This is a full time position with the St. Louis Mental Health Board. The competitive compensation starts at \$40,000 based on qualifications and experience with a full benefits package.

To Apply:

Please email: (1) cover letter, (2) resume, and (3) contact information for at least three references as **one** attachment to STLMHB@GMAIL.COM no later than October 31, 2014.