



EXECUTIVE SECRETARY Job Description

Position Title: Executive Secretary
Reports To: Director of Operations
Updated: July 2011

Job Summary

The Executive Secretary provides clerical support for the Executive Director, including schedule management, document editing, and communication. The Executive Secretary also performs various human resources and office management functions, provides some assistance to the Director of Operations, and coordinates aspects of SPO's quarterly board meetings.

This is a regular part-time position (30 hours per week), and is exempt from timecard reporting.

Essential Functions

Clerical Support for the Executive Director

- Manages the Executive Director's schedule, especially organizing meetings, often including hospitality.
- Edits documents produced by the Executive Director, including letters, manuals, reports, and presentations.
- Communicates with Board of Directors, staff, and benefactors on behalf of the Executive Director.

Time: 40%

Human Resources Coordination

- Coordinates hiring process of new employees.
- Manages employment policies, especially ensuring legal compliance.
- Maintains employee records, including staff directory.
- Facilitates employee training, especially new employee orientation.

Time: 20%

Office Management

- Functions as office receptionist (minimal time involved due to automated phone system).
- Maintains office supplies, including for hospitality.
- Keeps offices clean, presentable, and well decorated.
- Organizes office activities, meetings, etc.

Time: 20%

Other

- Assists the Director of Operations as requested with various duties and projects.
- Coordinates several aspects of quarterly board meetings, especially board packets, hospitality, and Mass assignments.

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Time: 20%

Marginal Functions of Position

Raise personal support. Copying, faxing, emailing, phone calls, filing, reporting, etc. Attending meetings as requested. Other duties as assigned.

Organizational Relationships

Peers: Communications Coordinator, Annual Fund Coordinator, Program Administrator, Financial Assistant, and Financial Manager.

Supervision of: Office volunteers where applicable.

Internal and External Contacts

The Executive Secretary communicates frequently with numerous internal and external contacts, including staff, board members, volunteers, benefactors, Church leaders, and leaders of other nonprofits. Most of this communication is on behalf of the Executive Director, the Director of Operations, or in the day-to-day course of receptionist responsibilities. It often involves communicating important information, and sometimes collaboration on projects.

Qualifications

Minimum Education Requirements: Bachelor's degree. Education or training in human resource management is preferred.

Experience Requirements: Experience providing support at the executive level is preferred. Human resource management experience is preferred. Prior experience with SPO is preferred.

Additional Skill Requirements: Must demonstrate strong skills in the following areas: written and verbal communication, proof-reading, organization, dependability, flexibility, attention to detail, typing, and management of systems. Should be proficient in Microsoft Office. Excellent relational skills are essential, including the ability to relate professionally and present SPO well to benefactors and board members. Must be able to work well independently and cooperatively, and to use discretion when handling confidential information. Should be able to prioritize tasks and responsibilities well and work efficiently. Must be able to thrive in a fast paced environment, sometimes under pressure, remaining flexible, proactive, and resourceful. Ability to read, write, and speak English fluently is essential. Enthusiastically supportive of SPO's mission and values.

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