

POSITION DESCRIPTION

TITLE:	Executive Administrative Assistant	PROGRAM:	Administrative
REPORTS TO:	Director of Communication and Prevention Strategies	FLSA:	Exempt
WORK SCHEDULE:	Full-Time	TRAVEL REQUIRED:	Limited
LOCATION:	Onsite and In Person	MANAGEMENT:	No
EEO:	Administrative	SALARY RANGE:	\$56,000-\$60,000

About Us

Peer Assistance Services, Inc., is a community-based, 501(c)(3), not-for-profit Colorado corporation. Our mission, to lead with prevention and intervention for substance use and mental health concerns, guides all agency programming. Our values of grit, integrity, and compassion are guideposts for all that we do in the service of our mission. Each staff member operates from these to ensure the success of the agency. Peer Assistance Services implements two statewide programs: Screening, Brief Intervention, Referral to Treatment (SBIRT); and the Peer Health Assistance Programs.

Screening, Brief, Intervention, and Referral to Treatment, or SBIRT, is an evidence-based early intervention practice to identify, reduce, and prevent the use of alcohol and other substances. SBIRT in Colorado is a statewide program that provides training, technical assistance, and implementation support to health and mental healthcare providers, healthcare organizations, and stakeholders.

Peer Health Assistance Programs provide assessment, referral, long-term case management, and monitoring for health and mental health professionals with physical, emotional, psychiatric, psychological, and/or substance use conditions affecting their practice. Programming includes statewide outreach, and communications with multiple professions.

The Executive Administrative Assistant Position

Supports the CEO, Director of Operations, Director of Finance, and Director of Communication and Prevention Strategies with a wide range of administrative duties including planning special projects/events, meeting coordination and follow-up, administrative support for Board of Director meetings, completing Human Resources administrative tasks, and initiating IT and telecommunications support.

Essential Duties and Responsibilities

Executive Support

- Provides administrative support to the Executive Management team by:
 - Managing calendars, coordinating meetings, preparing agendas, meeting minutes, and follow up, composing and editing written correspondence and documents.
 - Coordinating conference registration, travel, and accommodation arrangements.
 - Maintaining physical and electronic filing systems.
 - Assisting with presentation preparation including development of PowerPoint slides and gathering exhibit materials.
 - Conducting research as requested, e.g., journals, legislation, and current events.
 - Composing, proofreading, and formatting correspondence and/or other documents.
 - Providing administrative support for Board of Director Meetings.

- Maintaining confidential and sensitive information.
- Assisting with the preparation/standardization of various documents/templates, e.g., forms, reports, spreadsheets, and memos.

Office and Facilities Support

- Serves as the initial contact to the organization, answering and directing phone calls.
- Coordinates with the staff bookkeeper to ensure the availability of office supplies and equipment, including furniture; arranges for repairs, troubleshoots, and reports issues when needed.
- Responsible for arranging internal office moves.
- Plans and monitors other special projects and events as needed.
- Regularly communicates with the Grand Junction office staff.
- Assist with agency website maintenance.
- Organize in-person meetings for staff, board, or external parties, including room/AV set up/clean up, catering, and material preparation.
- Retrieves daily office mail in collaboration with the staff bookkeeper.
- Additional facilities duties as assigned or discovered.

Preferred Education and Experience

Bachelor's degree in non-profit management, public administration, or related field; or 5+ years of advanced executive administration experience; or a combination of education and experience.

Specialized Skills

- Exceptional interpersonal and communication skills.
- Demonstrates critical-thinking, organizational, and problem-solving skills.
- Uses tact and diplomacy when handling incoming and outgoing telephone calls and electronic mail.
- Excellent ability to establish priorities, coordinate work activities, and meet deadlines in a fast-paced dynamic virtual and in-person work environment with accuracy and attention to detail.
- Resourceful and able to find creative solutions, thinking beyond current systems and approaches toward continual improvement.
- Ability to work effectively both as part of a team and independently with minimal supervision.
- Advanced skills working with MS Office, Google Suite, Zoom Meetings and Webinars.

Supervision

The position does not have any regular responsibility for overseeing or supervising the work of other team members. The Director of Communication and Prevention Strategies supervises this position, monitoring work progress, setting priorities, and establishing general guidelines for the position.

Requirements

Employees must provide documentation of vaccination status.

Physical Demands and Work Environment: (The phrases "occasionally," "regularly," and "frequently" correspond to the following definitions: "occasionally" means up to 1/3 of working time, "regularly" means between 1/3 and 2/3 of working time, and "frequently" means 2/3 and more of working time.)

- The minimum required bandwidth for reliable internet speed is 10 Mbps (download) and 5 Mbps (upload) when working remotely.

- The physical demands described here represent those that an employee must meet to successfully perform the essential functions of this job. In many cases, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to handle, or feel objects, tools, or controls. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 40 pounds and should do so in a sound and safe manner. This job's specific vision abilities include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Salary: \$56,000-\$60,000

Work Hours

Agency Hours	Monday through Friday, 8:00 AM to 5:00 PM.
Full-Time Hours	Minimum of 40 hours a week during agency hours. Hours may vary based on workload.
Evenings/Weekends	Occasional evenings and weekends with advanced notice.
Travel	Minimal in-state travel for the purpose of attending conferences and/or training with expense reimbursement.

Core Competencies

- **Oral Communication and Written Communication:** Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information. Ability to communicate with program participants or customers.
- **Decision Making/Judgment:** Recognizes opportunities and matters affecting agency and programs, gathers information, sorts through complex issues, and seeks input from others, delegates as appropriate. Makes decisions consistent with agency mission, values, policies and procedures and level of responsibility. Within the bounds of assigned responsibilities, makes timely decisions, using consensus when possible. Communicates decisions to others in a timely and appropriate manner.
- **Job Knowledge:** Understands scope of responsibilities, possesses and maintains necessary job knowledge and has required technical skills. Appropriately and accurately applies job knowledge to complete principal duties and responsibilities. Understands and integrates agency mission and values into daily work.
- **Collaboration and Planning:** Sets goals in accordance with contract requirements and agency policies. Develops plans and manages resources to meet goals. Aligns plans with agency mission and values. Coordinates and cooperates with PAS staff, program participants, contractors, community partners, and stakeholders. Respect and adhere to team/supervisor/agency decisions. Holds self and others accountable. Tracks, measures, and reports outcomes.

Peer Assistance Services is an Equal Opportunity Employer. Peer Assistance Services is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or staff on the basis of age, race, gender, color, religion, national origin, disability, genetic information, sexual orientation, or any other applicable status protected by state or local law.