



## Job Description

**Position Title:** Assistant to the Vice President for Human Resources and President's Office

**Reports to:** Vice President for Human Resources/Executive Assistant to the President

**Status:** Full-time; Year-round; Onsite; Salaried; Exempt

### Essential Functions

The primary function of this role is to support the efficient functioning of the President's Office and HR Department. Responsibilities include providing high-level administrative support to the Vice President for Human Resources/Executive Assistant to the President, assisting in various HR-related tasks, and ensuring the smooth operation of the President's Office.

### Essential Duties

- Manage calendars for the Vice President and President's Office; schedule appointments; arrange for travel itineraries accommodations, and transportation as required; coordinate meetings; and prioritize commitments to optimize time management.
- Handle incoming and outgoing correspondence as necessary, including emails, letters, and phone calls, and respond promptly or redirect them as needed.
- Prepare and edit documents, reports, presentations, and other materials for the office, ensuring accuracy, consistency, and professionalism. Produce *Community Announcements*.
- Support upcoming meetings with the preparation of meeting agendas. Attend meetings as necessary, take minutes, and follow up on action items to ensure timely completion. Schedule and coordinate needs for monthly staff meetings.
- Maintain and organize HR-related files, databases, and records, ensuring confidentiality and accuracy of information.
- Assist with the arrival and onboarding of new staff to include new employee orientation, identifying needs for follow-up training, and a 90-day evaluation.
- Coordinate yearly staff training events as determined by SLT and monthly nominations for Employee of the Month.
- Process expense reports, reconcile receipts, and track expenditures to ensure compliance with budgetary guidelines.

- Distribute, conduct, and compile results from staff surveys, including annual surveys and exit interviews.
- Assist in organizing events, workshops, training sessions, and employee engagement activities, including logistics, invitations, and materials preparation.
- Provide general administrative support to HR, including assisting with recruitment processes, onboarding new employees, and maintaining employee records.
- Serve as a liaison between the office and internal/external stakeholders, conveying messages accurately and professionally.
- Undertake *ad hoc* administrative tasks and projects as assigned to support departmental objectives.

### Requirements

- Prior experience as an administrative assistant or in a similar role.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). Familiarity with Adobe products, Raiser's Edge or equivalent CRM, and Constant Contact preferred.
- Ability to work discreetly with confidential issues and material.
- Excellent verbal and written communication skills, with the ability to interact professionally with internal and external stakeholders.
- Occasional flexibility in working hours to accommodate the organization's needs.
- Notary public or ability to obtain a license.
- Bachelor's degree preferred.

### Competencies

- Exhibits fine attention to detail and accuracy in work.
- Ability to prioritize multiple tasks, meet deadlines, and manage time.
- Ability to use critical thinking skills and resources to efficiently and effectively problem solve.
- Ability to work independently with minimal supervision and as part of a team in a fast-paced environment.
- Adept at using current technology to support project needs.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_