

POSITION AVAILABLE

TITLE: EXECUTIVE ASSISTANT

MAIN FUNCTION: Provides confidential administrative and secretarial supports to the Executive Director, Chief Program Officer and Board of Directors. Responsible for the coordination of administrative activities to ensure timely flow of information to and from the Executive Office.

QUALIFICATIONS: Associates Degree with a major in business/secretarial science and 5 years' experience in an administrative position with 3 years supporting a high-level executive and experience working with a Board of Directors, or the equivalent combination of experience and training is required.

Excellent written and verbal communication skills are essential to this position.

Must have excellent computer skills with competency in Word with ability to type 40+ words per minute, Excel, PowerPoint and Outlook.

Must demonstrate working knowledge of practices related to general office administration and secretarial functions such as record maintenance, travel, reporting, communication, business etiquette, typing, mail services, office equipment requirements and maintenance, and office supplies.

Must present self in a professional manner and have demonstrated abilities to conduct business in a confidential manner.

SALARY: \$35,000 per year, 40 hours per week plus full-time benefits.

POSITION AVAILABLE: Immediately

RESUME TO: Arc of Genesee Orleans
64 Walnut Street
Batavia, NY 14020
dworthington@geneseearc.org

EQUAL OPPORTUNITY EMPLOYER