

**Position Title**

Executive Secretary

Reports to

President and Chief Executive Officer (CEO)

Status

This position is exempt and full-time

General purpose of position

The Executive Secretary performs work of moderate difficulty serving as secretary to the President and CEO of Toberman. The incumbent is responsible for performing senior level secretarial and clerical services often requiring responsible judgment and independent decision making.

Position Responsibilities

- Provides daily administrative support to the President and CEO, Board of Trustees and various staff to ensure efficiency and effectiveness within Toberman
- Meets and greets clients and visitors
- Maintains President's calendar
- Receives, directs and relays phone messages, emails and fax messages for the President and CEO
- Sets-up and coordinate meetings and special conferences
- Prepares and maintains President's monthly expense reports and spreadsheets
- Writes correspondence
- Assists in the preparation of the monthly Board meeting reports, including organizing the President's report, gathering and emailing/ mailing materials to Board members, and preparing the room for meeting

- Gathers and prepares documents in preparation of several government and private contracts
- Makes travel arrangements as needed for President

Knowledge, Skills and Abilities

These are the elements required for satisfactory job performance

Knowledge

- Office administration and management
- Understanding of non-profit culture and managing people

Skills

- Computer skills, including ability to perform WORD, EXCEL at a highly proficient level
- Effective verbal and listening communication skills
- Team building and managing people
- Decision making, analytical and problem solving skills
- Stress management skills and ability to meet rigid deadlines
- Time management skills
- Quality Management, including ways to improve and promote quality; demonstrates accuracy and thoroughness
- Organizational—follows policies and procedures; supports organizations goals and values

Personal Abilities

- Honesty and trustworthy
- Respectful
- Cultural awareness and sensitivity
- Flexible
- Demonstrates sound work ethics; punctuality and dependable

Educational Requirements

- Completion of a high school diploma or equivalent
- An associate degree is preferred or training in general business and administrative office procedures

Experience and Skill Requirements

- Three to five years in the Executive Secretary field working with top level management
- Knowledge of Microsoft Office and telephone protocol. Must be computer literate with the ability to learn new software applications. Duties require professional verbal and written communication skills and the ability to type 50-60 wpm.

- Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information.
- Work requires willingness to work a flexible schedule, ability to maintain pleasant working relationship, and to perform multiple tasks simultaneously.

Pay Scale

- Varies with experience

Please send your resume to:

**M. Kendig
Toberman Neighborhood Center
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San Pedro, CA 90731
Email to mkendig@toberman.org**

Deadline: August 1, 2008