

Valley Area Agency on Aging

Administrative Assistant

Job Description

Reports To: Executive Staff

Salary Grade: TBD

Department: Administrative

Prepared By: Director of Human Resources

Approved By: TBD

FLSA Status: Hourly

Supervisory Responsibility: No

Location: Flint, MI

Prepared Date: June 14, 2023

Approved Date: June 14, 2023

Success Goal

To be an important asset to the efficient and smooth operations of the Valley Area on Aging's (VAAA) administrative department.

Primary Function

The role of the Administrative Assistant is to assist the Executive Staff with a variety of clerical duties.

Performance Responsibilities – Essential Functions (Other duties may be assigned)

1. Types, files, make copies and answers phones as needed/required.
2. Attends board/advisory meetings and oversees the preparation of meeting packets, correspondence, appointment letters, etc. as required. Takes minutes as needed. Prepares and distributes minutes and packages of meetings.
3. Processes incoming and outgoing mail.
4. Responsible for receiving and answering correspondence at the discretion of the appropriate Executive staff.
5. Prepares reports and correspondence at the direction of the Executive Staff or other program staff as required/delegated.
6. Screens Executive staff phone calls, and takes messages in his/her absence, and upon request.
7. Helps schedule appointments for the Executive Staff, as required/delegated.
8. Responsible for keeping inventory of office supplies and orders when necessary.
9. Assists the Finance Department in depositing/monies/cashing checks.
10. Assists with the planning of the Annual Meeting, Senior Power Day, and any VAAA event as required.
11. Prepares press releases, and various agency reports/newsletters and sends out email blasts.
12. Maintains office equipment/research and makes recommendations for the purchase of needed office equipment.
13. Coordinates and schedules Board of Directors and/or Advisory Council meetings as required.
14. Arranges and coordinate travel arrangements for the Executive Staff or other program staff as required.
15. Prepare reports for the Board of Directors and/or Advisory Council, as required.
16. Assists with fundraising activities as needed.
17. Creates databases and mail merges as needed.
18. Promotes and builds good working relationships with staff at VAAA. Embraces mission. Works

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with the team; assists whenever and wherever needed/required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Associate degree from an accredited university or college and/or,
- Three or more years of clerical experience with proficient typing skills.

Preferred Qualifications:

- Bachelor's degree from an accredited university or college

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Competencies

To perform the job successfully, an individual should demonstrate and/or possess the following competencies:

Excellent telephone skills	Critical Thinking skills
Stellar customer service skills	Confidentiality
Self-starter	Excellent Attention to Detail
Ability to speak and write clearly and concisely	Strong Organizational skills
Ability to work with a diverse group of people	Proficient with Microsoft
Ability to multitask	Flexibility

Language Skills

Ability to read and comprehend complex instructions, correspondence, and memos, including state documents. Ability to appropriately respond to common inquiries or complaints from customers, regulatory agencies, and/or members of the business community. Ability to effectively present information in one-on-one and small group situations to leadership, the Board of Directors, community members, visitors, vendors, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills

To perform this job successfully, an individual should have proficient knowledge of Microsoft Office Suite products, emails, group messaging, data collection, as well as, performing mail merges.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and/or use repetitive motions. The employee is occasionally required to walk, stand, stoop, climb, balance, pull, push, and reach. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must occasionally lift and/or move up to 30 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate to loud.

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VAAA Equal Opportunity Employer Statement

Valley Area Agency on Aging (VAAA) is an equal-opportunity employer. VAAA prohibits discrimination and harassment of any type and affords equal opportunity to employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, or any other protected class.

Disclaimer - Other Duties

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Signatures

Executive Staff: _____ **Date:** _____

Employee Printed Name: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

(Employee signature above constitutes employee's understanding of requirements, essential functions, and duties of this position)