

Position Title:	Administrative Assistant to COO	Department:	Administration
Reports to:	Chief Operating Officer	Classification	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
Date:	02/2018	Supervises:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

This position supports the day-to-day activities of the Chief Operating Officer (COO) and is responsible for handling a wide range of administrative and executive support-related tasks, and should be able to work independently with little or no supervision.

Principal activities:

- Manages all office automation, to include telecommunications, cell phones, computers, copiers, printers and fax machines
- Schedules and prioritizes meetings and work assignments for the COO
- Serves as the primary point of initial contact on matters pertaining to the COO
- Provides assistance and represents the COO, as appropriate, in communicating with internal and external customers
- Independently researches, prioritizes and follows up on multiple incoming issues and concerns addressed to the COO
- Manages a variety of special projects for the COO
- Serves as back-up to the Executive Assistant to the president/CEO and Board of Directors
- Follows up with the COO and Senior Directors on various projects and tasks
- Proof read and edit printed and electronic materials as directed
- Supports the agency's mission through assisting or leading special projects. Performs other duties as assigned

Qualifications:

- AA in Business, Communications, Project Management or related field, and three years of office/project management or equivalent experience is required. BA preferred.
- Requires a high level of professionalism with strong administrative skills.
- Must be able to handle pressure effectively and meet deadlines.
- Advanced knowledge of all MS Office applications.
- Knowledge of office equipment and procedures.

Other Knowledge, Skills and Abilities

- Effective organizational and interpersonal skills including written and verbal communication skills.
- Ability to exercise good judgement, be compassionate, confidential and work with vulnerable and diverse populations.
- Ability to work independently.
- Resolves conflict and is able to identify potential conflict either amongst others or those being caused by oneself.
- Demonstrates a focus on quality by being accurate and thorough; looks for ways to improve processes and deliverables.

- Accepts responsibility for actions and follows through on commitments.
- Takes initiative and independent action; asks questions and shares risks as necessary.
- Committed to the agency's mission and objectives.

Physical Demands & Working Conditions

The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

1. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor.
2. Must be able to effectively communicate with co-workers and customers.
3. Must be able to reach above head and perform repetitive movements.
4. Must be able to drive or have reliable transportation for off-site meetings and events.
5. May be required to lift items up to 30 lbs. consistent with a regular office environment.

If you wish to apply for this position, please email your cover letter and resume to: recruiter@voaww.org.

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