



**MT. CALVARY CENTER FOR LEADERSHIP DEVELOPMENT
ADMINISTRATIVE ASSOCIATE / EXECUTIVE ASSISTANT**

JOB DESCRIPTION

SUMMARY: MCCLD is looking for a well-organized Administrative Associate/Executive Assistant to provide support for our Executive Director and senior leadership. This is a great opportunity to establish working relationships with high-level executives and contribute to the overall efficiency of our organization.

EDUCATION REQUIREMENT:

REQUIRED: High School Diploma or equivalency.

RECOMMENDED: Bachelor Degree. Community and public service in addition to a high school diploma may be considered in lieu of recommended education requirement. Demonstrated experience is preferred.

ESSENTIAL JOB DUTIES:

- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf.
- Maintaining comprehensive and accurate records.
- Performing minor accounting duties.
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary.
- Answering phone calls in a polite and professional manner.
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department.
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters.
- Reviews, accepts and/or redirects incoming client referrals.
- Supports program integrity monitoring and reporting.
- Conducts follow-up meetings with clients, face-to-face, telephone, or electronic meeting portal, to discuss program referrals and services readily available.
- Recruit's clients for program participation.
- Maintains ledgers of client interactions for reporting.
- Assists with completion of monthly, quarterly and annual reports, as needed.
- Monitors, links and coordinates services.
- Schedules training sessions for clients.
- Attends meetings for program development.
- Develops working relationships and collaborations with federal, state, local and non-profit organizations.
- Builds positive working relationships with clients and colleagues.
- Participates in interviews, surveys and other qualitative assessments that serve the evaluation and data needs of the program.
- Submits data collection to support evaluation and oversight.
- Other duties may be assigned as deemed appropriate.

SKILLS AND QUALIFICATIONS:

- Time management and ability to meet deadlines
- Verbal and written communication skills
- Strong organizational skills and ability to multitask
- Problem-solving and decision making
- Proactivity and self-direction
- Interpersonal Skills

ADDITIONAL PRE-EMPLOYMENT REQUIREMENTS

- Valid Driver's License
- Proof of Eligibility to Work in the United States
- Basic Computer Literacy Skills - Word, PPT, Excel, Social Media, Email Communication
- Demonstration of proficiency in verbal and written communication in English.

*All candidates for hire must complete a driving record and criminal background evaluation.