



community development partnership

Job Description

Executive Assistant & Administrative Coordinator.

Reports to: Chief Financial & Operations Officer
Supports: Chief Executive Officer
Status: Full-time Exempt Position (37.5 hours/week)

General Responsibilities:

The Executive Assistant and Administrative Coordinator is responsible for a routine set of tasks and responsibilities as well as performs a full range of clerical and administrative functions. These include: handling mail, filing, copying grant proposals, scanning documents, and other administrative tasks assigned. Additionally, the incumbent will assist the Finance Department with accounts payable preparation, and answering incoming inquiries from internal and external clients of the Community Development Partnership. The incumbent will assist the Chief Executive Officer on a daily basis providing support as an executive assistant. The individual in this key role will work out of our office in Eastham and report to the Chief Fiscal & Operations Officer.

Reports to: Chief Financial Operations Officer

Administrative Responsibilities include:

- Receives mail, opens correspondence and distributes the mail to CDP employees.
- Provides support in filing grant, accounts payable, and accounts receivable documents in CDP's filing cabinets. Maintains hard copy files in CDP's shared drive folders.
- Recommends improvements to CDP's filing system.
- Copies and scans all checks. Emails scanned copies of fundraising checks to appropriate staff members.
- Updates Cash Log daily. Enters electronic funds transfers and ACH's from bank statements into Cash Log monthly. Reconciles Cash Log to CDP's accounting system Netsuite monthly.
- Accounts Payable:
 - (a) Disburses checks each week.
 - (b) Copies and scans payments and sends weekly emails to staff with scanned payments.
 - (c) As required, copies all invoices for CDP's properties and
 - (d) Files Accounts Payable documents accordingly.
- Prepares necessary paper work for Housing Rehabilitation Subordinations, etc.
- Monitor/Purchase office supplies and inventory

- Maintains Finance Department files and disposes documents as appropriate.
- Maintain shared calendars
- Support to the Board of Directors
 - Maintain meeting minutes in the shared drive.
 - Maintain CDP Board of Directors, Committee and Advisory Council lists and contact information.
 - Maintain and update Board Notebook, ensure that existing members are given copies of any changes.
 - Take meeting minutes for Board Meetings as well as other committee meetings.
- Screen calls and maintain client/customer relations
- Assist staff in coordination and follow-up of CDP meetings: Board of Directors, Committee, Staff meetings & Annual meeting.
- Suggest more efficient way to run the office and troubleshoot administrative issues.

Grant Management:

- Support the Administrative and Fiscal Manager with Grant Management
 - By ensuring that boiler-plate organizational grant attachments are up to date
 - By assisting with grant preparation and submission as needed
 - By maintaining physical and electronic grant files
 - By Monitoring grant submission dates and notify staff of upcoming deadlines and by maintaining reporting deadlines and notify staff as needed

Executive Assistant Responsibilities:

- Perform office and administrative duties to assist the CEO
 - Coordinate CEO travel and make travel arrangement as necessary.
 - Prepare itineraries
 - Plan logistics
 - Submit expense reports
 - Coordinate meeting and event arrangements as needed.
 - Schedule appointments and maintain and update CEO's daily and monthly calendars.
- Assist with organizing special events for staff, Board Members and CDP constituents
- Prepare reports and financial data as needed
- Maintain confidentiality of highly sensitive information
- Performs other duties as assigned (mostly related administrative and clerical duties).