

Employment Opportunities



POSITION: Executive Assistant

REPORTS TO: CEO

CLASSIFICATION: NON-EXEMPT

DEPARTMENT: EXECUTIVE

RESPONSIBILITIES:

The focus of this role is to:

- Act as a catalyst and promoter, reinforcing the following credit union's service standards:
- We always act in the best interest of our members.
- We own, respond, and expeditiously resolve member questions/concerns.
- We look for ways to innovate and improve the member experience.
- We continuously seek the opportunity to learn and grow.
- We maintain the highest degree of professionalism in appearance, language and behavior.
- We protect the privacy and confidentiality of all member and Credit Union information.

Board/Committee Responsibilities

- Provide administrative support for the Board of Directors & Supervisory Committee, as needed.
- Coordinates the preparation of Board level reports.
- Oversees the administration of the board/committee packages.
- Notify Board/Committee members and others required to attend meetings as needed.
- Reserves conference rooms for all Board/Committee Meetings. Maintains conference room set-up, Webex, organization and cleanliness. Coordinates refreshments for meeting attendees.
- Coordinates and arranges Board of Directors and volunteers at Credit Union conferences held throughout the year. Ensures receipt of itineraries, airline tickets, hotel information, and travel advance checks in a timely fashion; obtains discounted rates and special fares whenever possible.
- Assists with processing Expense Reports for Board/Committee members.
- Coordinates the overall administrative functions for Board and Senior Leadership Team meetings, including scheduling, notification, preparation of documents, verification of attendance, and notification of Chairperson of expected guests. Creates monthly calendar of Board/Committee meetings and forwards to appropriate personnel, Board, and Committee members. Compiles action items from Board and Senior Leadership Team meetings and provides data to President/CEO and senior leadership members for follow-up.
- Coordinates Board of Directors and Senior Leadership Team Planning Session(s). Prepares reports, presentations, schedules, booklets, and other necessary correspondence. Books conference center and makes travel arrangements. Attends sessions, takes, transcribes, and distributes minutes and follow-up documentation.
- Provides oversight and management of all legal and/or regulatory correspondence for the Board of Directors and Committees.
- Initiates and manages the planning, including projecting of expenses, for various Credit Union Board and volunteer functions and events held during the year including the Annual Volunteer Holiday Party, Annual Member Meeting, and Strategic Planning off-site.
- Generates, maintains, and manages minutes of Committee meetings, Credit Union Bylaws and Charter, and Credit Union Policy Book.
- Deliver and coordinate onboarding program to new Board of Director.

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EXECUTIVE ASSISTANT RESPONSIBILITIES

- Composes, proofreads, and produces a wide variety of documents independently or in accordance with oral or written instruction requiring thorough knowledge of credit union policies and procedures; frequently confidential in nature.
- Responsible for all incoming and outgoing correspondence for the CEO/President, including telephone, mail, and fax. Responsible for the dissemination of this information to the CEO/President and all applicable parties as appropriate.
- Maintain appointment calendar, coordinates the meetings and regularly communicates scheduling commitments and conflicts for the CEO/President.
- Make travel arrangements for the CEO/President as appropriate.
- Collect and compile information pertaining to activities of the Executive Team; transmit orders and decisions of the CEO/President to the various organizational units.
- Coordinates the preparation of senior leadership level reports.
- Coordinate communications from the CEO/President to credit union staff; assist in maintaining contact and communications with individuals, groups and associations within the credit union and in the community.
- Receive and screen office visitors and answer telephone calls; take messages; provide information and answer questions where judgment, knowledge or interpretation of policies, procedures and laws are necessary; exercise discretion in public contacts.
- Prepare and maintain a variety of administrative records and files including materials of a confidential nature; maintain control files concerning matters in progress and expedite completion.
- Coordinates and arranges Executive Team attendance at Credit Union conferences held throughout the year. Ensures receipt of itineraries, airline tickets, hotel information, and travel advance checks in a timely fashion; obtains discounted rates and special fares whenever possible.
- Provides oversight and management of all legal and/or regulatory correspondence for the CEO/President.
- Generates, maintains, and manages centralized files of Credit Union general and confidential files, and all permanent executive documents required for archiving as required by regulatory compliance. Responsible for Vendor Management process for organization, including tracking annual vendor review dates for all high or critical vendors and sending necessary reminders to assigned managers. Obtaining all required due diligence documentation for each vendor, including completed annual vendor evaluations from each assigned vendor owner. Maintain electronic vendor files in a central location. Administration of vendor portal, as applicable.
- Maintains all board policies and procedures to ensure they are updated in a timely and consistent manner; notify all credit union staff of updated policies and maintain documents, hard and electronic.
- Support of the coordination of external exams and audits, including scheduling and preparation and distribution of requested documentation.
- Analyzes all administrative support processes for efficiency and cost savings measures and recommendations for process improvements.
- Coordinates and arranges travel for other Credit Union employees, as requested.
- Project manager for administrative projects for organization including bulk mailings, large scanning projects, copying projects.
- Orders and maintains inventory of all branch marketing stationery for the organization.

Performs other related duties as assigned.

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QUALIFICATION REQUIREMENTS:

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

- Associates Degree and four to five years related experience or equivalent combination of education and experience.
- Strong writing skills.
- Excellent project management skills, including the ability to meet deadlines in fast-paced, environment.
- Excellent problem solving, decision making and multi-tasking skills.
- Able to coordinate resources and generate results with minimal direction.
- Demonstrated ability to collaborate with individuals at all levels of the organization
- High level of professionalism, including ability to maintain high levels of confidentiality.

WORK ENVIRONMENT::

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

Noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is required to stand; sit; use hands to finger, handle, grasp or feel; stoop; knee; crouch; push; pull; reach with hands and arms; repetitive motion; lift; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs and frequently up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

TO APPLY:

Please send your resume to careers@scientfcu.org.