



## **Long Island Council on Alcoholism and Drug Dependence, Inc.**

### *Executive Administrative Assistant*

#### **Position Summary:**

The Executive Administrative Assistant (EAA) position consists of providing high-level support to management staff, as well as performing a variety of administrative tasks to ensure effective and efficient operations.

#### **Primary Responsibilities:**

- Checks and distributes mail to appropriate departments on a daily basis
- Files and mails invoices and bills
- Format information for internal and external communication including memos, emails, reports, letters of recommendation and proofed documents
- Organize and maintain office's internal filing system
- Provide technical assistance and support day-to-day, as well as trainings and presentations on an occasional basis
- Screen and direct non-clinical phone calls
- Print and file daily batch reports
- Oversee the Volunteer Program under the supervision of the Human Resources Director, maintaining volunteer records and a list of activities, tasks or responsibilities, coordinate schedules and be direct contact for volunteers.

#### **Secondary Responsibilities:**

- Provides assistance to fiscal liaison on completing agency's financial audit
- Collects statistics for grants and campaigns
- Assist with data entry for the Development department, such as DonorPerfect
- Schedule, book and coordinate LICADD staff retreats
- Coordinate group volunteer sessions for LICADD staff
- Co-facilitate the Annual BUDDY Holiday Party by collecting donations and distributing correspondence to mentees and mentors
- Facilitate monthly office supply inventory checks
- Fulfill duties assigned by Direct Supervisor and Executive Director

#### **Qualifications and Skills:**

- High School Degree or equivalent (GED)
- Organizational skills: Organization and prioritization are the core elements of the Executive Administrative Assistant's responsibilities. Know how to keep oneself and others organized and how to determine which tasks are the most important in a given list
- Time management
- Microsoft office- Advanced proficiency
- Detail oriented and great verbal and written communication
- Able to make independent decisions on a daily basis, addressing the best way to handle specific tasks
- Fulfill duties assigned by Direct Supervisor and Executive Director

**Supervisor:** Human Resources Director

**Secondary Supervisor:** Executive Director

**Oversees:** Mandated/Non-mandated Volunteers