

TSPN JOB DESCRIPTION

Position: Executive Assistant

Full-time Position

Minimum Qualifications:

- Exceptional writing skills including the ability to maintain records of meetings, track issues, and analyze points of view or potential outcomes.
- Bachelor's degree in an area related to human development (behavioral science, political science, etc.) administrative services, media, or marketing. Ideal candidates will have some prior experience as an administrative assistant or in a similar job role.
- Intermediate computer skills including Microsoft products, marketing software and development of marketing materials preferred; knowledge and experience working with social media; and programs such as Constant Contact and Eventbrite. Familiarity with Microsoft Office Suite; advanced Microsoft Excel skills a plus.
- Experience with project management, demonstrating proactivity and initiative on assignments, working effectively with minimal supervision.
- Knowledge of substance abuse and suicide prevention preferred.
- Strong verbal and written communication skills, organizational skills, and ability to multitask.
- Problem-solving, decision-making skills, time management and attention to detail.
- Ability to act as gatekeeper and escalate relevant information to executives as needed.
- Skilled in the use of standard office equipment (e.g., copiers, business telephone systems, projectors, etc.).
- Ability to treat confidential information with appropriate discretion.
- Ability to complete tasks for two different entities seamlessly and professionally.

General Responsibilities

- Liaison for the TSPN Executive Director for project management, event planning and meeting coordination.
- Coordination of TSPN staff, TSPN Advisory Council, and of related committees and meetings as needed. This may include scheduling, sending out reminders, coordinating travel arrangements and catering, assisting presenters with AV needs, and recording and transcription of minutes.
- Assistance in planning and coordinating the annual TSPN statewide conferences and other events as scheduled.
- Assistance with creating materials for special events, such as event flyers, sign-in sheets, evaluations, agendas, or programs.
- Act as liaison between TSPN and Governor's Office to coordinate and maintain accurate records of Advisory Council appointments.

- Assists TSPN Executive Director with administrative paperwork including, but not limited to entering outcomes, completing check requests, and other financial documentation.
- Serve as point of contact for TSPN Memorial Quilts, International Suicide Memorial Wall, and staff material requests.
- Maintains QPR Trainer database, acting as liaison between QPR Institute and TSPN to ensure accuracy of QPR Trainer records.
- Coordinate purchases of various TSPN marketing items, securing purchase bids when appropriate. Also, assistance with requested shipments or pickups of marketing items, and informing Executive Directors when supplies run low.
- Answering incoming phone calls politely and professionally, accurately taking messages; occasional referral (but not resolution) of calls from people seeking crisis numbers.
- Occasional preparation of special project reports as needed.
- Assistance with the creation of bids for major purchases and tracking responses and quotes.
- Maintaining the calendar for TSPN Executive Director, assisting with the scheduling of meetings between the Executive Director, staff, volunteers, and other third parties.

Job description may evolve depending on the candidate selected.

Supervisory Responsibilities:

None

Reports to:

TSPN Executive Director