



## POSITION ANNOUNCEMENT

### **Corporate Secretary/Executive Assistant**

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Corporate Secretary/Executive Assistant** to perform duties necessary to assist foundations and board, provide administrative support to the President and CEO and perform administrative tasks as needed.

#### **Responsibilities and Accountabilities:**

1. Assistant to the President/CEO to include:
  - Overall administrative assistance, including screening calls and maintaining Outlook contacts and calendar.
  - Coordinate signatures and other documents required for agency grants and contracts.
  - Handle arrangements for flowers, awards, meetings and events (including Agency Day).
  - Provide assistance with COA Re-Accreditation.
2. Corporate Secretary for Board and Foundations to include:
  - Calendar – Prepare and distribute timeline for all regularly scheduled Board and Foundations meetings; schedule all other quarterly and ad hoc committee meetings; prompt President and Board members on action needed.
  - All Board and Foundation meetings – Prepare agenda for review; prepare Board packets for meetings (when needed); attend all meetings; record Minutes and guide and prompt President and Board members on action needed; responsible for maintenance of Board/Foundation manuals and committee records.
  - Guide President/CEO and Board members in abiding by the by-laws of the organization.
  - Coordinate all aspects of planning and preparing for Joint Board and Foundation Orientation and Nominating Process.
  - Handle gifts and acknowledgements and be the contact for all board members.
3. Serve as Agency historian and maintain past Board and Foundations recorded history including methodical documentation of current and future data.
4. Serve as loaned executive for United Way of Greater High Point
5. Provide administrative support to members of the CEO Team as needed. This may include assistance with professional correspondence; assistance with resume collection, distribution and filing; assistance in coordination of internship requests; and special projects.

#### **Qualifications:**

1. Dependable, trustworthy, organized, professional and friendly individual.
2. Ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
3. Ability to work in partnership with other team members.
4. Proficiency in Office Suite (Word, Excel, Access and Power Point)
5. Must be able to become a notary.

Send resume and letter to:  
Human Resources  
Family Service of the Piedmont  
902 Bonner Drive  
Jamestown, NC 27282

**FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER**