

Suncoast Mental Health Center, Inc. Position Description

POSITION	Administrative Assistant
LOCATION	St. Lucie County Office
SUPERVISED BY	Chief Executive Officer
POSITIONS SUPERVISED	N/A

GENERAL STATEMENT OF RESPONSIBILITIES

This position is a part-time position consisting of up to twenty-five (25) hours per week (Monday through Friday) and reports to the Chief Executive Officer.

The Administrative Assistant's performance evaluation will be directly related to how he/she performs the areas of responsibility outlined below:

SPECIFIC AREA OF RESPONSIBILITY

Perform activities to promote excellent communication within Suncoast consisting of the Suncoast Board of Directors, Committee Members, community, donors, Suncoast staff, and volunteers. These activities will include:

1. Creation and distribution of Minutes from Board, Committees, and Management meetings.
2. Compilation of organizational meeting minutes, contracts and leases.
3. Assist in the assembling of Grant applications and submission.
4. Assure communication with key constituents via fax, email, phone and postal mail.
5. Assist the Chief Executive Officer and Executive Management Team with additional tasks to increase organizational tracking of key documents.
6. Create Board Binders for new Board members
7. Ensure yearly required forms are completed per Board policy
8. Assist with fundraising and agency events.
9. Check mail daily and distribute to proper staff.
10. Bank deposits as needed.

RELATED AREAS OF RESPONSIBILITY

The Administrative Assistant will be expected to be able to do the following:

1. Function as a team player, both within the specific program and as a member of Suncoast Mental Health Center, Inc.
2. Serve as a positive role model for clients/families in attitude, attire, professionalism, and responsible behavior.
3. This position may require working some nights and weekends during meetings or special events.
4. Perform other duties as directed by the Chief Executive Officer.

MINIMUM QUALIFICATIONS

- 1. Education** High school diploma or GED
- 2. Experience** Two (2) years of direct experience in non-profit health and human services, communication, marketing, or education preferred.
- 3. Special** Proficiency working with Microsoft Outlook, Word, Excel, and databases. Some evenings required for meetings, events, etc.

CERTIFICATION OF RECEIPT AND UNDERSTANDING

I hereby certify that I have received a copy of my position description and that I have read and understand my duties as described in the job description. I also understand that in the first 90 days I am in this position, I will be in a probationary period.

Print Name

Signature

Date

Human Resources

Date