



Position Description

Position Title: Program Assistant (CEO/Board Services)

Reports To: HR/Board Services Director
(Work direction from President/CEO)

Date of Last Revision: July 2010

FLSA Status: Non-Exempt; Full-Time

Position Summary:

Provides advanced administrative support to the President and Director of Human Resources/Board Services. Responsibilities include but are not limited to: direct coordination with the Board on Board-related projects; coordination of all Board meeting logistics; coordination, final formatting and assembling of the Board book; maintenance and continuous improvement of the Board Workspace; coordinating the CEO's calendar and travel, and word processing and administrative support to the CEO and HR/Board Services Director. Position requires ability to maintain confidentiality.

Essential Accountabilities:

1. Provides advanced administrative assistance to the President and HR /Board Services Director by preparing correspondence, assisting CEO with calendar management, preparing consulting contracts, making travel arrangements, meeting planning and coordination, drafting of Board materials and other documents.
2. Responsible for Board services that include, but are not limited to: assembly and distribution of Board materials; coordination of quarterly meeting logistics and travel arrangements; maintenance of Board policies and other related governance documents; coordination, final formatting and page numbering of Board materials; final formatting and distribution of Board minutes and coordinating and preparing Board surveys and Peer Review process. Maintains Board material supplies and related files. Coordinates with IT Administrator to maintain board-related aspects of web site, intranet and Board and Committee online workspaces. Provides back-up to Assistant Secretary duties as assigned including preparing and maintaining minutes of meetings.
3. Provides advanced administrative assistance and word processing support for all Board sub-committees. Accountable for the meeting logistics and scheduling and assists with planning and communications for assigned Board sub-committees.

4. Coordinates accounts payable for position-related invoices and ensures proper authorization for payment is received. Responsible for preparing draft Board Services budget annually and quarterly monitoring of budget.
5. Responsible for bank reconciliation for the grant and administrative accounts. Responsible for preparing grants reconciliation reports for the Finance team.
6. Provides back-up for receptionist function as needed.
7. Participates in organizational teams as assigned.
8. Performs other administrative tasks and assignments as requested.

Supervisory Responsibilities:

None

Education and/or Experience:

- Formal preparation—a four-year degree (or equivalent) in Business Administration or related field.
- Minimum of five years related experience including administrative support experience, preferably executive support.
- Experience working with managers at executive level and boards preferred.
- Basic accounting, financial and investment knowledge.

Other Skills & Abilities:

- Proficiency with PC computer applications including word processing, database management, accounting/spreadsheets and presentation software applications.
- General understanding of social networking and engagement strategies and technologies.
- Experience with wide variety of general office equipment.
- Ability to support organizational values and operational procedures.
- Superior verbal and written communication skills and excellent telephone etiquette
- Excellent interpersonal skills which result in effective relationships to senior staff and Board.
- Excellent organizational, decision making and problem solving skills.
- Project management experience.
- Business math skills.
- Ability to work as a team member with a variety of people.
- Detail-oriented and self-directed.
- Ability to prioritize multiple duties and projects for several managers.
- Ability to work independently with minimal supervision.
- Must be proactive in assisting President, Board and administrative management personnel.

Typical Physical Requirements for the Position:

- Sitting at desk/computer 6 hours per day.
- Repetitive motion of hands, fingers, wrists are needed 5-6 hours per day; (keyboarding usage).
- Lifting occasionally—up to 45 lbs.
- Minimal travel required.

Human Resources Signature & Date

Supervisor's Signature & Date

President's Signature & Date

Qualified candidates should submit a resume, cover letter and references to:

**Blandin Foundation
Attn: Shari Undeland
100 N. Pokegama Avenue
Grand Rapids, MN 55744
application@blandinfoundation.org**

Deadline for resume submission is July 16, 2010 or until position is filled.