



the Self-Help And Recovery Exchange

*A project of the Emotional Health Association*

6666 Green Valley Circle

Culver City, CA 90230

(310) 846-5270

[www.shareselfhelp.org](http://www.shareselfhelp.org)

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## Job Description

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Job Title: Executive Assistant  
Facility / Location: SHARE!  
FLSA Status: Full-time /Non-Exempt  
Reporting to: Executive Director

SHARE! the Self-Help And Recovery Exchange. SHARE! is a non-profit organization that operates two community self-help support group centers in Los Angeles, California: SHARE! Culver City and SHARE! Downtown. Together SHARE! Culver City and SHARE! Downtown currently host over 120 self-help support group (including 12-Step groups) meetings each week.

### **Summary / Purpose:**

Under the direct supervision of the Executive Director this position provides administrative and secretarial support for the Executive Director and executive management. In addition to typing, filing and scheduling, performs duties such as financial record keeping, payroll, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

### **Qualifications:**

Include the following, other duties may be assigned to meet business needs.

- Personal experience in 12-Step and/or other self-help programs
- Positive attitude, solutions-oriented demeanor, and reliable
- Exceptional organizational, administrative and interpersonal skills
- Keen attention to detail and a sense of urgency in execution and follow-up
- Ability to prioritize multiple tasks and work autonomously with minimal guidance

- Proven team player and collaborator
- Strong integrity and ability to handle confidential / sensitive information with discretion
- Strong written and verbal communication skills
- Proficiency in Microsoft Outlook and Office, including Word, PowerPoint and Excel
- 3-5 years' experience directly supporting executive or senior management
- Typing 50 wpm
- Bi-lingual (any language) a plus

### **Essential Duties and Responsibilities**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Schedules and organizes complex activities such as meetings, conferences and department activities for all members of the department.
2. Performs desktop publishing. Creates and develops visual presentations for the Executive Director
3. Establishes, develops, maintains and updates filing system for the Executive Director and the department. Retrieves information from files when needed. Establishes, develops, maintains and updates library of trade journals and magazines.
4. Organizes and prioritizes large volumes of information and calls.
5. Sorts and distributes mail. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information
6. Answers Executive Management phones. Takes messages or fields/answers all routine and non-routine questions. Works in cooperation with other system development assistants to cover phones.
7. Acts as a liaison with other departments and outside agencies, including high-level staff such as Executive Director and senior management. Handles confidential and non-routine information and explains policies when necessary.
8. Works independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects, at the request of the vice president, which may include: planning and coordinating multiple presentations, disseminating information, coordinating direct mailings, creating brochures.
9. Coordinates division of workload with the administrative assistant in community relations.
10. Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
11. Supports market data analyst in maintenance of the department finances. Activities include: copying check requests and sending to accounts payable travel reimbursement, documenting corporate credit card expenses to corporate finance.

## Skills/Qualifications

Minimum 1 year of sobriety/abstinence required, 2-5 years preferred

- Excellent phone etiquette
- Technical Capacity.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.
- Attention to detail

## Education/Training/Experience

- BA/BS or equivalent
- At least three-five (3-5) years of Executive Assistance experience

Physical Demands: Standing, sitting for long periods, talking and/or hearing. Vision suitable for reading smaller printed items and computerized data.

Work Environment: Indoor, office and community peer-run center or home environment, Moderate to loud noise at times.

*Disclaimer: the above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.*

## Employee Acknowledgement:

Signature below institutes acknowledgement and review of the job description.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
SHARE! Staff (or) Supervisor Signature

\_\_\_\_\_  
Date