



People. Planet. Prosperity

Executive Assistant Office of the Executive Director

Position Overview

The Executive Assistant to the Executive Director provides services essential to the mission of the organization and the day-to-day-operation of the Executive Office. This individual also provides support to the organization's Board of Directors and other special committees and task forces as determined by the Executive Director and supports the activities of the Office of the Executive Director in maintaining good relations with partners, colleagues and other organizational contacts made in the normal course of conducting Thunder Valley Community Development Corporations (TVCDC) work. The Executive Assistant also provides daily administrative support and assistance with phones, customers/guests, and other general administrative functions as needed.

Reports to

TVCDC Executive Director

Compensation & Benefits

Annual Salary: \$38,000-\$50,000 – depending on experience

Benefits:

- Health Insurance- Employee premium paid by TVCDC
- Dental Insurance- Employee premium paid by TVCDC
- Vision & Hearing Insurance- Employee premium paid by TVCDC
- Simple IRA with up to a 3% match from TVCDC
- Accrued Paid Time Off up to 160 hours per year
- 10 Annual Paid Holidays

Essential Duties & Responsibilities

- Manages the day-to-day administrative affairs of the Executive Director's office. Schedules all appointments and other commitments. Provides the Executive Director with background information and/or supporting documents in preparation for scheduled appointments, meetings, speaking engagements, conferences, interviews, etc.
- Ensures online and physical calendars outlining Executive Director remain current, assist in time management, call/meeting transitions to ensure Executive

Thunder Valley Community Development Corporation

290 Empowerment Drive • Porcupine, SD 57772 • Office (605) 455-2700 • Fax (605) 455-2970



People. Planet. Prosperity

Director remains on schedule.

- Maintains an efficient flow of information between all levels of the Executive Director's internal and external contacts on a wide spectrum of the organization's plans and priorities.
- Screens incoming calls and/or visitor to the Executive Director, determining nature of call/visit and whether or not it requires the attention of the Executive Director. Whenever possible responds to caller/visitor directly based on knowledge of the Executive Director's preferences, office functions, policy, priorities, availability, etc.
- Processes all incoming correspondence received in the office of the Executive Director prioritizing and determining its disposition. Directs mail to appropriate internal staff with instructions and/or suggestions for preparation of a reply. Drafts responses for the Executive Director's signature based on knowledge of his/her activities, interests, priorities, issues, etc.
- Reviews, proofreads, and formats all correspondence prepared for the Executive Director's signature to ensure accuracy and completeness, etc. as well as consistency with organizational policy. Follows up with staff to ensure deadlines are met. Reviews other prepared documents requiring the Executive Director's signature, such as purchase orders, leave requests, expense reports, contracts, etc.
- Work collaboratively with Accounts Manager in making and reviewing all travel arrangements for the Executive Director prepares the itinerary, confirms lodging and transportation, and processes travel and purchase reconciliation.
- Manages paperwork for all travel related reimbursements.
- Oversees monthly credit card reconciliation for Executive Director, researching charges, compiling receipts, payment request forms, and any other necessary paperwork.
- Prepares and distributes relevant materials to Board members in advance of the Board of Directors' meetings, to include managing documents in Boardpaq. Takes minutes at Board meetings and provides support to Board committees as needed.
- Ensures regular and accurate communication with Board and committee members is occurring.
- Assists with recruitment and appointment process, as well as coordination and communication of those serving on commissions or councils.
- Maintains files used by the Executive Office and corporate files of the organization, modifying when necessary and applying TVCDC rules pertaining to retention and disposition.

Thunder Valley Community Development Corporation

290 Empowerment Drive • Porcupine, SD 57772 • Office (605) 455-2700 • Fax (605) 455-2970



People. Planet. Prosperity

- Responds to and handles confidential and sensitive information with poise, tact, and diplomacy.
- Provide mentorship to administrative assistant in order to build personnel capacity and personnel development.
- Provides day-to-day support at the offices front-desk, answering phones, greeting and assisting visitors/guests, assist with tracking incoming and outgoing mail, general filing, supply inventory tracking and ordering, and with other general office and administrative functions as needed.
- Ensures office space and building is orderly and clean, providing assistance with general housekeeping such as sweeping, mopping, vacuuming, dusting, maintaining cleanliness and supplies in bathroom and kitchen, and coordinating with grounds/building maintenance staff as needed to address any maintenance issues.
- Performs other duties as assigned and directed.

Qualifications, Knowledge, Skills

- BS/BA or equivalent combination of education preferred.
- Minimum 5 years experience supporting an Executive Director, President/CEO, COO, or other similar senior-level executive required.
- Demonstrated ability to work with executives and to coordinate a high volume of diverse assignments, effectively handle competing priorities, and maintain attention to detail.
- Proficiency in use of Microsoft office applications including Word, Excel, and PowerPoint, as well as proficiency in Gmail/Google drive; ability to learn organization's databases, content management system, scheduling system and other software as needed.
- Meticulous grammar, editing and writing, presentation and communication skills.
- Demonstrated ability to maintain confidentiality and use good judgment in making independent decisions with a high degree of tact and diplomacy.
- Excellent organization and customer service skills.
- Able to assist with day-to-day office cleaning and maintenance.

ADA Specifications

TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other

Thunder Valley Community Development Corporation

290 Empowerment Drive • Porcupine, SD 57772 • Office (605) 455-2700 • Fax (605) 455-2970



People. Planet. Prosperity

qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Executive Assistant must be able to use the computer for extensive periods of time, assist with occasional lifting of 15 to 20 lbs, assist with office cleaning, and may require extended or alternative working hours and travel.

Mission Driven

Ideal candidate has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

To Apply

Please email a cover letter and resume to jobs@thundervalley.org. Include “Executive Assistant” in subject line.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Thunder Valley Community Development Corporation

290 Empowerment Drive • Porcupine, SD 57772 • Office (605) 455-2700 • Fax (605) 455-2970

