MARIN HUMANE
EXECUTIVE ASSISTANT/CORPORATE SECRETARY

SUMMARY: The Executive Assistant/Corporate Secretary is responsible for providing professional, technical and administrative support to the CEO and Board of Directors. The Executive Assistant is a time manager, customer service representative and custodian of corporate records and files for the executive level. He/she prepares the board reports, prepares or assists with CEO speeches or presentations, responds to calls or complaints, and participates in or leads a variety of projects when and where appropriate. The Executive Assistant also serves as Marin Humane’s Corporate Secretary, an officer of the Corporation. The Corporate Secretary is charged with maintaining up-to-date corporate records and is responsible for taking Board minutes, as well as taking or causing minutes to be taken, for Marin Humane’s board committees.

The Executive Assistant is a member of Marin Humane’s leadership team and as such strives to model the leadership competencies identified by the organization. He/she is accountable for accomplishing assigned goals, working collaboratively with internal and external stakeholders and supporting the mission, goals and philosophy of Marin Humane.

ACCOUNTABILITY: Reports to Chief Executive Officer/President
HOURS: Full time, exempt – 32 hours/wk – with potential to increase to 40hrs/wk
Accepting applications through 7/31/17

ESSENTIAL DUTIES AND RESPONSIBILITIES

ASSISTING THE CEO
• Help with scheduling CEO appointments, presentations, meetings, or travel.
• Process CEO credit card statements, correspondence, files.
• Can intercede on CEO’s behalf as liaison between CEO and board, staff, officials, or vendors.
• Maintain and has access to CEO files and records/official correspondence.
• Draft, prepare, type, proof any correspondence, reports or other documents as needed.
• Complete special projects or serve on internal committees, especially those created to address organizational or strategic issues or needs.

BOARD/COMMITTEE SUPPORT
• Coordinate the compilation, editing and preparing of Board Packets and ensures timely distribution.
• Arrange the room reservations and set up for monthly board meetings and, when appropriate, other board committee functions – including but not limited to providing appropriate snacks and beverages.
• Provide the board training on the board communication tool (BoardNetwork).

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Marin Humane is an at-will employer.
• Manage and maintain the Board website (through BoardNetwork) -- post documents, controls access to new committee and board members.

• Coordinating Board Observation Opportunities (B.O.O.) between board members and staff. B.O.Os are scheduled throughout the year, up to three experiences or opportunities per board member.

• Oversee and maintain corporate file containing board profiles, terms of office, names and addresses of past and current board members. Works closely with the CEO and Director of Volunteer Services regarding volunteer recognition and connection between the board and volunteer services.

• When needed, support board committee chairs with administrative tasks including the recording and transcribing of minutes, distribution of committee documents as well as the board recruitment, nominating and election processes.

**ADMINISTRATIVE**

• Oversee the processing of all incoming Marin Humane mail. Date stamp and distribution of mail in a timely manner.

• Purchase administrative equipment or supplies; maintain budget for assigned accounts. Keep abreast of technology changes by recommending most cost effective office technology to assist in all aspects of EA role.

• Files and Records management – lead organization's effort to model best practices regarding creating files, properly storing documents, maintaining records and retention policies and procedures, and assist with business recovery efforts regarding business records management.

• Provide general administrative support to Directors of the Senior Management team when needed and appropriate. Coordinate the compilation and preparing of quarterly Directors Reports and ensures timely distribution to the board. Maintain discretion, judgment, integrity and confidentially when dealing with personnel, financial and sensitive issues.

• Provide mentoring and administrative support to the administrative assistant to Chief Administrative Officer (CAO) when needed. Ensure that administrative assistant to CAO can be a substitute for EA if or when necessary.

• Provide training to support CEO, Board and various committees when necessary.

• Serve and help represent the CEO when possible on projects or committees such as the Action Committee or other staff or board related committees.

• Facilitate internal staff related meetings and events including but not limited to all staff meetings, and the annual staff & board holiday party.

**CORPORATE SECRETARY**

• Record and distribute Board meeting minutes. Ensure any written consents approving action taken without a meeting, and any supporting documents pertaining to meetings, minutes, and consents shall be contemporaneously recorded in the corporate records of the corporation.

• Working closely with the Board Chair and CEO, review the proposed board meeting agenda, compile and send (or post on the board website) all board meeting agendas, notices, and reports in a timely manner.

• Review and maintain required corporate files, records and documents and ensuring all documents are safely stored and readily accessible.
• Maintain a working knowledge of corporate governance practices, trends and policies that pertain to the organization. Support the Governance committee, inform the board and CEO when and where appropriate changes are required.
• Oversee Marin Humane corporate records and the Marin Humane seal of the corporation; ensure the seal is affixed to all duly executed documents.

CUSTOMER SERVICE
• Assist the public through email, mail, in person or by phone.
• Understand, support, and articulate organization's policies and philosophies to the public in a positive and effective manner.
• Promote and emulate exemplary customer service by providing courteous, prompt and responsive service to internal and external customers.
• Foster teamwork, creativity and a work culture aligned with Marin Humane mission and values.

SAFETY & SECURITY
• Model and encourage safe practices and regulatory compliance throughout the organization.
• Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer’s safety policies and rules.
• Maintain appropriate files and records as assigned.
• Adhere to the files and records retention policies and procedures.

DESIRABLE QUALIFICATIONS
An ideal candidate will possess the following knowledge, skills and abilities:

• A strategic thinker who also has strong organizational skills
• Understanding of long term goals of the organization
• Diplomacy and sound judgment, especially in regard to handling of sensitive and confidential information
• Demonstrated ability to manage meeting logistics
• Self-starter and continually looks for ways to support the CEO, Board and the mission of Marin Humane.
• Must have strong customer service skills
• Must have a command of the proper English usage for communication, report writing
• Knowledge and experience in administrative support functions such as but not limited to filing, email, minute taking, scanning documents
• Excellent attention to detail
• Excellent written and verbal communication skills with ability to interact with Board Officers, Directors and organizations members
• Knowledge of document management systems and records retention policies
• Thorough understanding & knowledge of the organization’s business
• Efficient time-management skills
• Strong proficiency in Microsoft Office™ Suite
• Reconcile monthly expense statements and prepare payment and purchase requests
• Knowledge of general nonprofit board governance policy, procedures and processes helpful

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• General understanding of financial documents, investment portfolios and audit process

EDUCATION AND EXPERIENCE
A typical way of gaining the necessary knowledge, skill and ability outlined above is a bachelor’s degree, or a high school diploma or a General Education Development (GED) diploma and related experience. At least five years of experience working in an administrative capacity for a high level manager or executive. Project Management and Special Events experience helpful. Certified Notary Public a plus.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• The employee must occasionally lift, push, pull and/or move up to 50 pounds
• While performing the duties of this job, the employee is regularly required to sit and talk or hear
• The employee is occasionally required to stand, climb or balance; walk; reach with hands and arms and stoop, kneel, crouch, or crawl
• This position involves a regular amount of repetitive motion of hands and wrist
• The employee should have no known allergies to animals that would prevent him/her from performing the duties as required
• Specific vision abilities required by this job include close and distance vision (requirement may be met with corrective lenses), peripheral vision, depth perception and ability to adjust focus

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Regular exposure to a variety of animal species
• Ability to work evenings, weekends and/or holidays as business operations demand
• The noise level in the work environment can be loud
• While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles (pet dander) and toxic or caustic chemicals

BENEFITS:

FULL-TIME REGULAR EMPLOYEES (AT LEAST 30 HOURS/WEEK):

• Medical/Vision Plan
  - KAISER HMO
• Alternative Care Coverage
  - Chiropractic
• Dental Plan
  - Includes Orthodontia for dependent children
• Domestic Partner Coverage Available (Medical and Dental plans)
• Life Insurance
• Long Term Disability Insurance

ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):

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• Section 125 Cafeteria Plan
• Employee Assistance Program
• Fitness Reimbursement Plan
• Voluntary Long Term Care Insurance available
• 403(b) Retirement Plan
• Paid Holidays
• Paid Vacation
• Paid Sick Leave
• Sabbatical Leave

ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):
• Paid Sick Leave

To Submit an Application – Mail or Delivery:
Marin Humane
Human Resources
171 Bel Marin Keys Blvd
Novato, CA 94949
Fax: (844) 275-3018
Email: Jobs@MarinHumane.org

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