

**Trumbull County Mental Health and Recovery Board
Position Description**

Position Title: Executive Assistant, Full Time
Reports To: Director, Family & Children First Council

Primary Responsibilities: This position provides support to the Director with a variety of administrative responsibilities including;

1. Provide administrative and office support for Council and/or the Director to facilitate the efficient operation of the Council.
2. Answer and direct incoming calls. Make referrals and provide resources as appropriate. Greet visitors when they arrive.
3. Possess a knowledge of Quickbooks and the ability to provide fiscal support to the Council by creating monthly financial reports under the direction of the Mental Health and Recovery Board CFO.
4. Create and maintain spreadsheets for programs including Wraparound and MSY.
5. Record and transcribe minutes from meetings including but not limited to Executive Board, Full Council, Early Childhood Coordinating Committee, Trauma Informed Care Steering Committee and others as requested.
6. Ensure Council's social media presence on Facebook and the website are current and accurate and create the weekly information sharing update with input and oversight from the Director. Monitor media and maintain records of relevant newspaper articles.
7. Attend the monthly Wraparound Coaching to maintain communication with wraparound facilitators.
8. Oversee the annual support from Council members including sending invoices and maintaining the spreadsheet with payments. Complete the "New Member" checklist ensuring new members receive a welcome letter, invoice, added to the website and distribution lists and highlighted on social media.
9. Assist the Director in preparing and submitting reports for funders including Family Centered Support Services (FCSS), Strong Families, Safe Communities, Early Intervention and others as requested by the Director.
10. Maintain the Council filing system.
11. Communicate with MHRB accounting staff regarding deposits, vendor set-up and updates, and information needed to process purchase orders as necessary.
12. Reserve space with MHRB and TMHA for various meetings and events and ensure proper set-up and supplies.
13. Assist the Director with preparation for various events and initiatives including preparing binders for the quarterly Countywide Orientation, creating the yearly meeting schedule and the Annual Report.
14. Assist the Director in preparing monthly meeting information for board members.
15. Update and maintain official binder with Board meeting minutes, reports, and other relevant information.
16. Represent Family & Children First Council at public events, including but not limited to, health fairs and other events to promote community awareness.
17. Other duties may develop in the course of events. The Director has the authority to assign tasks not currently covered in this description.

Essential Functions of the Position

Ability to operate efficiently and professionally a multi-line telephone system and standard office equipment.

Manual dexterity as it relates to writing, operation of computer and various items of office equipment such as printers and copiers.

Ability to communicate verbally, and in written form, in a professional and understandable manner.

Physical Requirements

This position requires lifting and/or carrying objects that may weigh up to and/or over 10 pounds. Other required physical demands may include: pushing, pulling, climbing, stooping, kneeling, reaching, hearing and seeing. Ability to walk up and down stairs. Must be able to sit for extended periods. Ability to hear and talk on the phone and/or face-to-face interaction required.

Primary Requirements

Knowledge of MS Office suite software (Word, Excel, PowerPoint, Outlook) and Quickbooks.

Knowledge of standard office practices and procedures; ability to operate standard office equipment such as copiers, fax machines, computer, phone, etc.

Previous office experience helpful but not a necessity.

Able to communicate clearly; prepare understandable telephone messages and meeting notes; compose standard business correspondence.

Valid Ohio Driver’s License and ability to meet county requirements for driving insurability if applicable.

High School Diploma or GED required. Associate’s Degree preferred.

Signature

Date

The Trumbull County Mental Health and Recovery Board is an Equal Opportunity Employer.

Interested candidates should send a resume and cover letter to:

Trumbull County Mental Health and Recovery Board
Attn: Bonnie Wilson
4076 Youngstown Road, SE
Suite 201
Warren OH 44484