

Down East Hospice Volunteers (DEHV)
Job Description
EXECUTIVE ASSISTANT (EA)

Reports to: Executive Director

Purpose: The Executive Assistant (EA) ensures coordination of the DEHV office in support of the Executive Director (ED) and the Board of Directors. The EA is trained to backup the ED in referral processing and client acceptance duties during times of vacation or other absence. In conjunction with the ED, the EA provides a responsive bereavement program for client families.

Position status: Part time (up to 24 hours) nonexempt hourly employee

Key Accountabilities

- Assist the ED in all aspects of volunteer recruiting, training and utilization of hospice clients and bereavement clients as assigned.
- Cultivate and utilize office support volunteers as needed.
- Perform general office functions such as answering phones, ensure timely collection and distribution of mail; manage correspondence; inventory and order office supplies; file and maintain a neat and well-organized office environment.
- Prepare biweekly payroll and pay bills via QuickBooks; make bank deposits.
- Prepare financial reports for the Board as required.
- Maintain the strict confidentiality of DEHV and DEHV client information and materials.
- Maintain and compile supplies for volunteer folders, bereavement packets, lending library, office materials, forms, training materials and equipment.
- Organize and maintain donor lists, mailing lists, meeting agendas, board minutes, committee-meeting minutes.
- Take and distribute the minutes of the monthly Fundraising Committee meeting.
- Attend all workshops and fundraising events that require assistance with coordination.
- Coordinate advertising and public announcements.
- Record all donations and their sources, acknowledge all donations as appropriate with personal thank you notes, emails etc.
- Record all monies received from fundraising activities, prepare summary reports.
- Assist with preparations for fundraising activities as needed e.g. prepare and mail raffle tickets, research, recommend and select venues etc.

- Assist with preparation of grant requests as directed, maintain grant materials, monitor deadlines for quarterly and annual reports assist with preparing grant progress reports as directed.
- Maintain and communicate any state or federal regulatory requests and reports.
- Monitor licenses for renewal as required.
- Perform other duties and responsibilities as assigned in a spirit of collaboration and teamwork

Please note. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications: Knowledge, Skills and Abilities

- Strong interest, in hospice care. Training and experience as a hospice volunteer is a plus.
- Proficient in QuickBooks or ability to be trained.
- Excellent interpersonal relations skills.
- Strong organizational and problem solving skills.
- Able to organize and prioritize multiple projects and work independently – must be self-motivated and detail oriented.
- Proficient word processing skills, data entry, email, spreadsheets and web search. Experience is preferred in Microsoft Office programs like Word, Excel, Power Point.

The employee’s signature below constitutes understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____

Approved by Board: 2/9/21