



**Executive Coordinator
Manchester, MO 63011**

8:00 a.m.4:30p.m.(40hrs./wk.) Mon-Fri

General Description:

- Provides administrative support for CEO and other executive level staff, as well as Aging Ahead Board of Directors, Foundation Board, Silver Haired Legislature and Advisory Council
- Supervises the Receptionist
- Prepare and maintain official board and committee agendas and all related communications
- Coordinate and attend meetings and record minutes for all Agency boards and committees
- Maintain historical board and committee meeting files
- Record incoming checks/cash and makes bank deposits in a timely manner
- Maintain agency policies and oversee revisions as requested
- Field requests from board and committee members to the appropriate member of Management
- Supports a collaborative and respectful environment that welcomes and encourages diversity, inclusion, and equal access to opportunity for employees and participants

Requirements:

- Bachelor's degree in business administration or related field and at least three years of experience providing administrative support in an office environment. Experience working with a Board of Directors is Preferred.
- Proficient in Microsoft Word, Excel, Outlook, Power Point & Zoom
- Excellent attention to detail and accuracy, excellent verbal and written communication skills
- Occasional local travel to run office errands as requested. Must have valid Driver's License, reliable transportation and automobile insurance as required by the law
- Must be able to move about the office and lift up to 15lbs, bend, stoop and stand as needed.
- Pre-Employment Background Check and Drug Test



Benefits Package:

- \$42,494.40 Annual Salary / Exempt position
- Medical (PPO or HSA)
- Dental
- Vision
- Excellent Retirement Savings Plan
- 13 Paid Holidays
- 17 Days of Paid Time Off (PTO)
- Life Insurance with buy up options
- Employee Assistance Program

This is not a remote work position but does have the opportunity for one work from home day per week after completion of 90 days of employment contingent on employee performance and business needs.

Interested in this position?

Contact H.R. Specialist Laura Reich Lreich@agingahead.org

Direct ph.: (636) 207-4231

EOE