

**EXTRA Credit Union**  
**Structured Compensation - Job Description**  
**Executive Assistant**

Data Year: 2021

Prepared On: 09/09/2021

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|--------------------|----------------|----------------------|------------|
| Department:        | Administration | Grade:               | 9          |
| Reports To:        | President/CEO  | Classification:      | Exempt     |
| Supervises Direct: | 0              | Supervises Indirect: | 0          |
| Approved By:       | DMW            | Effective Date:      | 01/29/2020 |
|                    |                | Revised Date:        | 09/21/2020 |

**Role:**

The Executive Assistant supports the President/CEO and Board of Directors with essential duties relating to Extra Credit Union's mission and strategic management. The position is responsible for diverse activities, including planning and organizing a wide range of meetings and events, preparing board and committee packets and presentations, composing meeting minutes and correspondence, and coordinating complex scheduling and travel requirements. This position is responsible for confidential and time sensitive information. A wide degree of creativity, latitude, and independent judgement is expected in planning and accomplishing goals.

The Executive Assistant will be resourceful, self-motivated, and service focused, thrive in a dynamic environment, and possess exceptional ability with business writing, prioritization, and organization.

**Essential Functions & Responsibilities:**

- E 25% Provides confidential administrative support to the President/CEO. Composes letters and memoranda from dictation, verbal direction or from knowledge of organization policy and procedures; assists in screening incoming mail, publications, and other correspondence.
- E 20% Provides confidential support to the Human Resources Manager with projects as needed. Learn the payroll system and serve as the back-up payroll processor.
- E 15% Attends and coordinates key board and executive meetings and events, including scheduling, organizing catering, setting up rooms and technology. Prepares and distributes detailed data, presentations, and resources in preparation for meetings.
- E 15% Ensures the accuracy of documents, packets, charts, and other information distributed to the board and executive team. Records meeting notes and distributes minutes to attendees. Maintains content and users on the board portal system.
- E 10% Assists in managing the President/CEO's calendar and correspondence. Makes travel and lodging arrangements for the President/CEO, Board of Directors, and executives.
- E 10% Manages the annual calendar for the Board, including policy approvals, meetings, and other cyclical responsibilities. Plans events, including but not limited to, off-site retreats, annual membership meeting and other events as needed.
- E 5% All other duties as assigned

**Performance Measurements:**

1. Provide informed, professional assistance to all members, President/CEO, Board and Committee Members, associates, and business partners.
2. Maintain and update credit union official polices, procedures, Board and Committee minutes and actions.

3. Meet all assigned deadlines for mail and correspondence for President/CEO, Board and Committee members, and Executives.
4. Accurately maintain and organize the central files/records on an ongoing basis.
5. Accurately prepare and distribute assigned monthly meeting minutes, including Board, committee and executive team minutes, ensuring on time delivery. Update information and provide it to appropriate parties with zero errors.
6. Maintain a professional work environment and businesslike appearance.
7. Adhere to the credit union sales and service standards.
8. Pass the Product and Service Knowledge Assessment on an annual basis.

**Knowledge and Skills:**

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|-----------------------|--|
| Experience            | Financial institution experience preferred. Experience in business writing and Microsoft products required.  |
| Education             | A bachelor's degree or equivalent work experience.   |
| Interpersonal Skills  | The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job. Ability to present a professional image to management, staff and outside contacts is required.<br>Must be able to demonstrate excellent communication, member service and human relations skills.   |
| Other Skills          | Excellent organizational and editing skills; above-average PC skills with the ability to learn new software and to assist others with the same. Excellent keyboarding skills utilizing Word at or above the 75 percentile in speed and 90th percentile in accuracy; proficient with spreadsheets. Flexibility with schedule is required for occasional off-hours events or meetings.   |
| Physical Requirements | This job requires using hands and fingers to keyboard for data entry into a computer, which may include repetitive motions. Ordinary visual acuity is needed to prepare and revise documents. Average hearing ability is necessary to receive detailed information verbally. This job requires extensive computer work for long periods of time in an office environment which is mainly sedentary and may require the candidate to exert up to 30 lbs. of force occasionally. |
| Work Environment      | No hazardous or significantly unpleasant conditions exist, such as in a typical office.  |

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature

