

PROJECT SUN POSITION DESCRIPTION

EXECUTIVE ASSISTANT

I. General Information

- A. Position Title: Executive Assistant
- B. Responsible To: Community Foundation Executive Director
Project SUN Director

II. Primary Function

Provides assistance to the leadership of Project SUN, a Strong and Unified Network, funded by the Illinois Children's Healthcare Foundation's Children's Mental Health Initiative 2.0 through the Community Foundation of Kankakee River Valley. Also, leads communication efforts to promote Project SUN's mission to the general population, as well as communication within the network and with specific groups. This includes written, graphic, online, and video projects.

III. Responsibilities

- A. Serves the lead staff person for answering the phone, greeting visitors, and managing the Project SUN calendar and email account.
- B. Arranges meeting and event logistics which include securing meeting location/venue, food and beverages, materials, and registration/sign-in in collaboration with the other Project SUN staff.
- C. Maintains attendance records and meeting minutes for the Project SUN Executive Team and Community Planning Team.
- D. Develops and executes communications with the media, utilizing print, radio, web, email, and other platforms to promote Project SUN and its activities, under the supervision of the Project SUN Director in collaboration with the other Project SUN staff.
- E. Creates graphics and written content for monthly newsletters, event flyers, press releases, social media posts, and other communication pieces including brochures, videos, and other promotional materials for Project SUN and its activities.
- F. Maintains the Project SUN website, updating content monthly in consultation with the Project SUN Director.
- G. Coordinates materials needed for Project SUN's events and community outreach activities in collaboration with Project SUN's other staff.
- H. Serves as the Project SUN representative to the Kankakee Leadership Outreach Committee.
- I. Represents Project SUN at service club, civic, governmental, and community events, as well as other public activities of a similar nature for the benefit of the Community Foundation of Kankakee River Valley.
- J. Assists with data collection using various platforms as instructed.
- K. Compiles Project SUN's Annual Report in consultation with the Project SUN Director.
- L. Performs other duties as assigned.

IV. Financial Responsibilities

- A. Prepares claims for payment and assists in monitoring budget expenditures.

V. Educational and Experiential Requirements

- A. Bachelor's degree, or higher, required, in Business, Marketing, or Communications preferred.
- B. Fluent in speaking and writing in Spanish and English, preferred.
- C. Expertise in using Office 365 products, Survey Monkey, Canva, and other software applications required to fulfill the responsibilities of this position.
- D. Knowledge of social media (e.g., Meta, TikTok, etc.).
- E. Demonstrated self-motivation and problem-solving skills, as well as the ability to exercise sound judgment in establishing effective priorities among competing tasks required.
- F. Demonstrated effective organizational and project management skills required. Ability to coordinate multi-dimensional activities simultaneously desirable.
- G. Demonstrated professional, oral, written, electronic and interpersonal skills required, specifically the ability to communicate in a clear, concise, and persuasive manner.
- H. Demonstrated passion for the Community Foundation's mission and Project SUN.

VI. 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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

VII. 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.

- While performing the duties of this job, the employee is frequently exposed to optical exposure to computer screens.
- The employee is generally required to sit for long periods of time.
- The noise level in the work environment is usually moderate.
- While performing the duties of the job, the employee will perform extensive keystroke tasks.
- Some travel may be required for presentations and meetings.

Employee Signature: _____ Date: _____

CFKRV Executive Director Signature: _____ Date: _____