

JOB DESCRIPTION: Executive Assistant**EXEMPT/NON-EXEMPT:** Exempt**EMPLOYMENT CATEGORY:** At-will, Office Administration**FULL-TIME/PART-TIME:** Full-time**POSITION HIRED BY:** Chief Executive Officer**SUPERVISOR:** Chief Executive Officer**MANAGEMENT RESPONSIBILITIES:** Personnel – No, Resources - Yes

Position Overview: Under the supervision of the Chief Executive Officer, the Executive Assistant to the Chief Executive Officer serves as a trusted strategic partner to the CEO and Executive Leadership Team. The position provides high-level executive, administrative, governance, and project management support while exercising sound judgment, discretion, and independent decision-making. The Executive Assistant coordinates Governing Board operations, executive communications, organizational initiatives, and serves as a liaison with internal and external stakeholders.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

- High school diploma or GED
- Five to seven years of progressively responsible executive administrative experience supporting a CEO, executive leadership team, governing board, or public-sector executive.
- Advanced proficiency with Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams, SharePoint), Adobe Acrobat, Zoom/Teams, and business software.

PREFERRED QUALIFICATIONS

- Associate's degree in business administration or a related field
- Experience in behavioral health, healthcare, governmental, or nonprofit organizations.
- Experience supporting a governing board and knowledge of the Michigan Open Meetings Act and Robert's Rules of Order.
- Lived experience with mental illness, developmental disabilities, and/or substance use disorders is valued.

REQUIRED SKILLS & ABILITIES

- Exceptional organizational, analytical, written, and verbal communication skills.
- Ability to manage complex executive calendars, travel, meetings, and multiple competing priorities independently.
- Maintain strict confidentiality involving executive, personnel, legal, financial, procurement, and HIPAA-protected information.
- Demonstrated professionalism, diplomacy, and sound judgment.

POSITION REQUIREMENTS

- Office management and Support
 - Responsible for providing complex and responsible office support functions requiring a thorough knowledge of Executive Team policies, procedures, and goals;
 - Serves as a resource person to the Team;
 - Aids and assists the Executive Team by maintaining team-related files and records, ensuring that documentation is complete and properly maintained;
 - Ensuring that the LRE organizational record keeping systems are well-organized and that filing is current;
 - Supports procurement, contracts, and vendor coordination as assigned.
- Information Management and Coordination
 - Serves as recorder for the Executive Team;
 - Maintains responsibility for the smooth flow of information pertaining to Executive Team-related activities/responsibilities;
 - Provides clerical support to Executive Team, preparing, assembling and distributing informational documents, packets and other correspondence;
 - Responsible for maintaining, updating, and posting revised or new governance policies and procedures on the agency intranet and website.
 - Assist with website content updates, electronic document management, and technology platforms;
 - Coordinate conferences, travel, special events, and executive meetings.
- Project Management
 - Assists and supports the Team in the research, analysis, implementation and monitoring of Team-related programs/activities;
 - Manages and tracks data collection/reporting information relevant to Team activities.
- Communications Facilitation
 - Represents the CEO professionally by phone, email, in person, and in written correspondence, supporting a high-performance work environment that reflects the LRE's values, mission, and goals.
 - Interacts effectively with and interprets/attends to the requests of the Team, internal staff, and the general public.
 - Serves as liaison with the Board of Directors, MDHHS, CMHSPs, PIHP partners, vendors, community stakeholders, and the public.
- Governing Board Support and Facilitation
 - Serves as Recording Secretary for all LRE Governing Board of Directors meetings and committee meetings;
 - Coordinates Governing Board and committee meetings, including agendas, board packets, minutes, resolutions, and official records;
 - Ensure compliance with the Michigan Open Meetings Act, organizational bylaws, and Robert's Rules of Order;
 - Coordinates lodging and travel arrangements for Board Association conferences for board members and staff.
- Performs other duties as assigned.

COMPENSATION

This is a full-time, salaried position with additional benefits. Minimum hours will be 40 per week. The schedule will be set in conjunction with the needs of the organization and under the direction of the Chief Executive Officer.

ENVIRONMENT & SAFETY

MINIMUM PHYSICAL REQUIREMENTS

- Exerts/lifts up to 25 pounds occasionally and/or up to 15 pounds frequently and/or up to 10 pounds constantly to move objects
- Ability to frequently bend, stoop and kneel
- Ability to sit for extended periods of time
- Ability to travel offsite for various meetings, activities, and events
- Ability to use computer, telephone, copy machine and various office equipment.

WORK ENVIRONMENT

- Normal office environment/remote
- Travel by automobile
- Flexibility in hours of work and work locations
- Occasional work during non-business hours
- Occasional in-state travel

The LRE is committed to protecting the privacy of its consumers and shall strictly govern the disclosure of any consumer information to anyone other than a staff/agent or staff member involved in the care and treatment of that consumer. Staff/agents shall also comply with the LRE Confidentiality Policy, the Michigan Mental Health Code as well as the HIPAA Privacy requirements and all applicable regulations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below affirms that I have reviewed the job description and agree that it accurately reflects the scope of the position for which I am responsible. Signatures on this document do not constitute nor imply a contract for employment and merely reflect that the contents of this position description are understood by the parties.

Changes made effective Month XX, 2026, are agreed and understood by:

Employee's Signature

Employee's Name (print)

Employee's Title

Date

Supervisor's Signature

Supervisor's Name (print)

Supervisor's Title

Date

CEO's Signature

CEO's Name (print)

Chief Executive Officer

CEO Title

Date

HR Representative's Signature

HR Representative's Name (print)

HR Representative's Title

Date