

## JOB DESCRIPTION

- <b>General Job Title:</b> Administrative Assistant	<b>Department:</b> Administration
- <b>Original Date:</b> 2/14/2022	- Revised Date: 05/06/2024
- Approved By: CEO	- <b>Grade:</b> VII
<p>- <b>Basic Function and Scope of Responsibilities:</b></p> <p>- The primary responsibility of this role is to provide excellent service by demonstrating the principal of People Helping People. The Administrative Assistant will be responsible for providing administrative support to the Executive Team and will work closely with the Executive Team, staff, and the marketing company to create, maintain, and develop awareness of Explorers Credit Union. This position maintains high visibility and a positive image in the field of membership with current and prospective members. The Assistant will work and organize various events in the community including fairs, festivals, and membership appreciation events.</p>	
<p>- <b>Principal Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Ensure marketing promotions, outreach programs, and sponsorships are administered effectively.</li> <li>- Assist in updating social media platforms, digital signs, websites, and mobile apps.</li> <li>- Coordinate community events.</li> <li>- Assist Marketing Company and CEO with internal and external communications, public relations efforts, and relationship management with service providers.</li> <li>- Work involves much personal contact with others inside and/or outside of the Credit Union for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. A high degree of confidentiality, discretion, diplomacy, and tact in communication is a must.</li> <li>- Ensure Scholarship programs, Community Donations and Gear for Good Program are well administered.</li> <li>- Responsible for daily mail runs and sorting.</li> <li>- Assist in ordering marketing supplies and branded items.</li> <li>- Assist in preparing for Board meetings, staff meetings, and community events.</li> <li>- Back-office support as needed.</li> <li>- May be trained in recording minutes at Executive meetings.</li> <li>- Other duties as assigned.</li> </ul> <p>- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</p>	

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- **Education Requirements:**

- High School Education or GED.
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- **Training, Skills, Knowledge and/or Experience:**

- One to three years of similar or related experience required.
  - Knowledge of finance products and services, general market(s) and overall financial industry.
  - Excellent written and verbal communication skills.
  - Excellent organizational and planning skills is a must.
  - Ability to troubleshoot, brainstorm, analyze and solve problems quickly and effectively.
  - Time management, ability to organize and prioritize workload.
  - Attention to detail.
  - Experience with social media platforms.
  - Professional appearance, dress, and attitude.
  - Strong integrity, accountability, and confidentiality while demonstrating authenticity in all communications with members, vendors, and coworkers.
  - Knowledge of Microsoft products required.
  - Basic knowledge of Adobe Creative Cloud or a willingness to learn.
  - Experience with Word Press is preferred, but not required.
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- **Supervisory Responsibility:**

- Provides guidance, leadership, or training to other employees (no direct supervision)

- **Organizational Structure:**

- Job Title to which this position reports: Director of Compliance
- Job Titles directly reporting to this position: None.
- Job Titles indirectly reporting to this position (e.g. Titles reporting to position's subordinates): None

- **Working Conditions:**

- Normal office environment. Yankton office.

- **Physical surroundings** Normal office.

- **Physical Effort:** May require some lifting up to 50lbs for event set up. Reasonable accommodations may be made. Inform your supervisor if you require assistance.

- **Domestic/International Travel:** As needed.

- The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Explorers FCU, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

- Explorers Credit Union is an Equal Opportunity Employer.
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