



To: Melissa Richardson
From: Sherry Cookson
Date: 11/27/2023
Re: Job Opening

Please post the following job opening as follows:

Executive Assistant at LifeSpan Resources, Inc. Full time, exempt position.

Summary: To assist the CEO and members of the Executive Team with day to day operation of the Administrative office. Coordinate the agency's Area Plan/Strategic Plan and submit semi-annual reports to the Board; provide support for Board and Advisory Council meetings; supervises Administrative Assistants; coordinate the agency's volunteer program; oversee maintenance/housekeeping; serve as Administrative liaison to the Advocacy Committee; and assist with agency fundraisers. Supervise Administrative Assistants.

Successful Candidate: Ability to work as a Team member; communication skills (oral, written and interpersonal skills); supervisory and problem-solving skills; good organizational skills; computer literacy (Word, Excel, Publisher, PowerPoint, Zoom); working knowledge of office procedures; knowledge of community resources; ability to make independent decisions; dependable and punctual. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits include health/life/disability insurance, 401(k), and vacation/sick/personal/birthday holidays.

Submit resume to:

Sherry Cookson
LifeSpan Resources,
P.O. Box 995
New Albany, IN. 47151-0995
- or -
scookson@lsr14.org