



## **Executive Assistant Job Description**

The Executive Assistant will work to support the Executive Director, and the Administrative Office in general, in their work primarily through assisting with projects and tasks as directed. They will manage and respond/elevate general inquiries by phone, email, drop in, or website. The Executive Assistant will also manage scheduling and prioritization of communications for the executive director, take on small organizational projects, and more generally add to the smooth operations of the Administrative Office. This position's work will be dynamic and flexible, responding to day-to-day concerns, and supporting the executive director and administrative team.

### **Job Responsibilities**

- Understand and center organizational core values in all activities and communication.
- Assist the executive director by managing email correspondence, responding or elevating communications as necessary.
- Answer general phone calls while being polite, professional, and informative.
- Make small edits to the organizational webpages.
- Under direction of the executive director or other administrative leadership organize and prepare documents, memos, proposals and other written communication for distribution.
- Answer the door and phone with politeness and courtesy.
- Solid ability to evaluate and prioritize tasks based on numerous factors such as urgency, importance, workload, etc.
- Retrieve, sort, and deliver mail as necessary.
- Manage the executive director's calendar.
- Track timelines for tasks and events, sending reminders as necessary.
- Assemble newsletters and reports for both internal and external use.
- Proofread and format documents.
- Attend meetings and take correct minutes or notes.
- Maintain a strong system for organizing and completing the task required for support activities, and work with the executive director, and other executive leadership to prioritize the tasks that best support the overall organization.
- Be available for team meetings, outreach efforts, and daily communications work.
- Maintain highly accurate records as directed by the executive director.
- Participate in events, and support in event planning and coordination.
- Other duties as needed, to support the whole administrative team in the long term goals of Interfaith Works.



### **Key Attributes and Qualifications**

- Experience in an office environment.
- Demonstrated skill set in written and verbal communication.
- Experience in detail-oriented work and task management with a track record of success.
- Superb organization and task management skills, with the ability to adhere to long term strategies and execute on short term deliverables.
- Track record of confidentiality and discretion.
- Experience with or interest in Interfaith Works Homeless Services or Interfaith Works Interfaith Relations.
- Working knowledge of tools such as Kindful, Google G Suite, Microsoft Office.
- Familiar with web editors such as Weebly or Wordpress or Wix.
- General ability to create digital professional documents and printed materials.

### **Skills Development**

This position will offer development in the below skills;

- Managing office functions
- Professional writing
- Administrative systems creation/maintenance
- Website management
- Donor management
- Note taking/minutes taking
- Nonprofit management
- Community engagement

This position may also offer development in the below skills, depending on applicant's interests;

- Event management
- Basic bookkeeping
- Grant writing and reporting
- Small project management
- Data presentation and analysis

### **Wages and Benefits**

The executive assistant is an hourly position to begin March 16, 2022. This is a part time position, between 25-30 hours weekly within a Monday - Friday timeframe. Hourly compensation is \$21.00/hour and is to be paid twice monthly on the 5th and 20th of each month. Benefits include health, dental, and vision insurance with 100% organization paid premium



eligible after 60 days and over 25/hours a week, generous paid leave policy, and 10 paid holidays. There is some ability to perform duties from home, but there is some required time in office.

Preference may be given to candidates with experience in the skills and abilities necessary to serve in this role, however we are willing to train on all duties.

Interested parties should email the following to [ivy.ayers@interfaith-works.org](mailto:ivy.ayers@interfaith-works.org):

- Resume
- Cover letter
- List of references