



SHELTER FOR ABUSED WOMEN & CHILDREN JOB DESCRIPTION

Title: Executive Assistant

Reports to: Executive Director

Status: Full-time, Exempt

Description: Supports the Executive Director with administrative type functions. Supports The Shelter and the Management Team by assisting with special projects and duties.

Requirements & Skills:

- Excellent computer skills, with troubleshooting experience
- Proficient in all Microsoft Office programs (Word, Excel, PowerPoint, Publisher and Outlook)
- Strong verbal, written, analytical and interpersonal communication skills
- Able to work independently with little or no supervision
- Must be proactive and take initiative
- Must be organized and able to handle multiple tasks
- Able to anticipate and solve problems
- Must be able to interact professionally with superiors, peers, volunteers and members of the community
- Maintain confidentiality of documents and the spoken word at all times
- Relies on judgment and experience to plan and accomplish goals

Duties:

Executive

- Maintain Executive Director's calendar and schedule
- Handle all travel arrangements for Executive Director (other Directors or staff as requested)
- Coordinate meetings between executive management, colleagues, staff and volunteers
- Maintain files of correspondence and other records
- Create presentation materials as requested
- Read, research, and route correspondence as requested
- Prepare routine correspondence, via e-mail and letter, to members of the Board of Directors or other community members
- Attend meetings and conferences to furnish information and take minutes
- Copy and distribute communication materials for staff, Directors and Trustees
- Assist and support the Director of Operations, Director of Development, and Director of Programs in whatever capacity is needed

Operations

- Maintain and set up projector and laptop for in-house presentations
- Manage equipment reservations
- Maintain calendars and reservations for meeting spaces

- Set up meeting spaces and rooms for trainings as requested
- Provide back-up support for telephones as needed
- Assist staff with any computer or software issues that arise before calling the IT company
- Prepare monthly staff anniversary cards for Senior Team to personalize
- Contribute to team morale by sending out birthday notices, kitchen duty reminders, and other internal communications
- Coordinate milestone birthday celebrations and all-staff summer parties
- Coordinate Employee of the Quarter nominations and awards
- Set up for and coordinate monthly all-staff lunch meetings
- Maintain and update staff organizational chart as needed

Program

- Provide support for presentations
- Create spreadsheets to track expenditures and activities as requested
- Create and distribute forms as needed
- Assist program team with computer-related issues

Development

- Provide organizational and administrative support for fundraising events
- Assist in the creation and design of collateral pieces as requested
- Maintain and update Trustee Handbook and current list of Trustees

Board of Directors

- Maintain and update current lists of Directors and committee members, including Board Directory and Board Orientation Handbook
- Maintain and update Boardsource Virtual Boardroom (BVB) website
- Maintain and update Board Dashboard monthly
- Schedule and coordinate Board and committee meetings
- Maintain Board of Directors and Trustee training manuals, update and distribute as needed
- Attend all Board of Director and committee meetings to furnish information and take minutes
- Maintain binder of Board & committee minutes and information
- Represent the Executive Director and The Shelter in a positive manner in all communications, verbal and written

ADA:

Must be physically mobile and able to sit, stand, bend, stoop, and lift 20+ pounds. The Shelter for Abused Women & Children complies with the Americans with Disabilities Act of 1990 and support to the Deaf or Hard-of-Hearing in accordance with Section 504 of the Rehabilitation Act of 1973. The Shelter is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your knowledge, skills, and abilities.

Signature of Employee _____