



Position Description

Position Title: Executive Assistant	Supervisor: Executive Director
Department: General Administration	Full- or Part-Time: Full-time
FLSA Status: Non-Exempt	Starting Wage: \$22.50 - \$24.75
Position Code:	Revision Date: March 2021

Position Summary

The Executive Assistant provides a wide variety of skilled administrative, communication, meeting planning and preparation, and special projects support to the Executive Director and other leadership staff. Responsibilities include exposure to confidential and sensitive information and require considerable use of diplomacy, discretion and judgment. The Executive Assistant may attend board or committee meetings to take, transcribe and/or distribute minutes and follow up on tasks. Additional duties include the preparation of board packets and presentations, records maintenance, and the management of data inquiries and analysis to aid decision-making.

Hiring Requirements

Education: Bachelor's Degree preferred

Years of Experience: 4+ years of experience in an administrative role reporting directly to upper management

Knowledge, Skills & Abilities:

- Strong writing, editing, and formatting skills
- Ability to work both collaboratively and independently, exercise good judgment, and demonstrate initiative while managing and meeting deadlines
- Demonstrate a high level of integrity, maturity and professionalism in handling confidential, legal and sensitive information
- Excellent interpersonal and communication skills necessary for effective communication with a range of stakeholders including board members, staff, volunteers, vendors, volunteers, and the public
- Excellent time management skills and ability to prioritize multiple tasks
- Excellent organizational ability including file management and strong attention to detail and accuracy
- Previous experience in a non-profit organization

- Meeting planning and project management experience

Tools & Technology Requirements:

- Be proficient in the use of a variety of software and communication platforms including PowerPoint, PDF software, and Google Suites (Docs, Sheets, Presentation, Drive, Gmail, Calendar), Microsoft Office, especially Word and Excel. Strong Excel Skills are crucial to include formulas, sorting, manipulation, etc.

Essential Responsibilities:

EXECUTIVE AND ADMINISTRATIVE SUPPORT

- Assist the Leadership Team with administrative tasks and special projects
- Prepare and edit correspondence, communications, presentations and other documents for internal and external stakeholders
- Record, transcribe and distribute minutes of meetings
- Work closely with the Executive Director to anticipate their needs, plan for the near-term, conserve executive's time and align work-flow to ensure thorough and timely preparation, including preparing daily oral and/or written briefs to Executive Director and making recommendations for the day/week's priorities
- Arrange travel for staff and board members
- Track expenses, draft expense requests, and complete debit card reports
- Update and manage contact information for stakeholders, funders, board members
- Develop and maintain extensive filing system (electronic and paper) for correspondence, business matters, and related data according to document retention and destruction policies and protocols
- Maintain and update important organization documents including WISP procedures, assigned protocols and practice documents
- Assist in maintaining compliance with agency policies and procedures
- May represent Executive Director by attending meetings if absent
- Communicate with vendors and other business partners
- Assist in researching complaints, legal concerns, and/or vendor issues

BOARD SUPPORT

- Provide support to the Board of Directors, at the direction of the Executive Director
- Serve as the Point of Contact (POC) and coordinator for the Board of Director meetings and events
- Develop and maintain project tracking systems for grant and contract management, board and committee activities, and other projects
- Research and synthesize media coverage, complex policy reports, program models, and other written or verbal information into a written summary or talking points
- Assist in the cultivation, management, and recognition of board and committee volunteers
- Assist in stewardship and recruitment of board members and committee members
- Maintain strict confidentiality in relationships with all Board Members, staff, stakeholders, media, and donors

HUMAN RESOURCES SUPPORT

- Provide support for recruitment and engagement strategies including candidate search and onboarding activities, benefits administration, training and development, outcomes reporting, and associated administrative processes
- Leverage social media and digital communication resources to attract highly qualified candidates
- Create and maintain a variety of reports including training participation as well as equipment and devices on loan
- Assist with the maintenance of personnel files and other audit requirements

CONTRACT COMPLIANCE AND FINANCE SUPPORT

- Assist in drafting, compiling, and submitting grant and foundation letters of intent, proposals, and reports
- Provide logistical support for a variety of meetings and events pertaining to grants planning, grantor compliance, and donor stewardship
- Maintain accurate filing system of contracts, contract and budget amendments, and correspondence with government funders

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of domestic violence. Safe Passage provides services to address survivors' holistic needs for recovery and physical safety. Services include emergency shelter, trauma-informed counseling and support groups for survivors, families and children, community education, and individual and policy advocacy.

Our Mission

Safe Passage is dedicated to creating a world free of domestic violence and relationship abuse.

We support survivors and their families.

We engage our community.

We advocate for systemic change.

For more information about Safe Passage and domestic violence, visit our website at www.safepass.org.

Benefits

Full-time employees receive 15 days of accrued vacation for the first year, and 20 days in the second year of employment. We additionally provide three personal days, and ample holiday and sick time. Benefits are consistent with Safe Passage's personnel policies and relevant state and federal laws.

Application Instructions

Apply: Send cover letter and resume to spjobs@safepass.org with the subject line of "Executive Assistant." Applications will be prioritized through April 16, 2021, and on a rolling basis thereafter until the position is filled.