



**Position Description
Executive Assistant**

Position Title: Executive Assistant	Supervisor: Executive Director
Department: General Administration	Full or Part Time: Full-Time
Fair Labor Standards Act Status: Non-Exempt	Starting Salary Range: \$22.50-\$24.75
Position Code:	Revision Date: March 2023

About Safe Passage

Safe Passage is a nonprofit organization dedicated to addressing the aftermath and prevention of intimate partner 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.

Safe Passage is an organization made up of survivors, women, trans folks, people of color, immigrants, people with disabilities, and LGBTQ+ people. Oppression and violence disparately impacts us and we strongly encourage people from these and other impacted communities to apply. We aspire to foster a work environment that is inclusive as well as diverse. Survivors come from all different backgrounds, and so do our employees. We encourage you to apply if you believe you have the skills and experience to thrive in this role and contribute to our mission at Safe Passage.

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.

Essential Functions

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 and 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 associate 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 meeting 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

Work Hours and Schedule
35 hours per week, Monday through Friday 9am to 5pm, with some required flexibility for evening, overnight, and weekend needs.
Hiring Requirements
Education: Bachelor’s Degree preferred. Candidates with non-traditional educational pathways and commensurate life/work experience considered.
Years of Experience
4+ years of experience in an administrative role reporting directly to upper management
Knowledge, Skills & Abilities
<p>Required:</p> <ul style="list-style-type: none"> ● 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, 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.
Benefits
<p>Safe Passage is a supportive, collaborative workplace that fosters growth in its employees, both personally and professionally. We strive to hold an environment that encourages growth, creativity, and flexibility. We are advocates for livable wages, self-care and work-life balance, and our compensation package reflects this. Employees receive 3 weeks of accrued vacation for the first year, 4 weeks starting year 2, and 5 weeks after 9 years, prorated for part time. We provide three personal days, and ample holiday and sick time. Benefits include health and dental insurance, and a 401(k) plan with agency match.</p> <p>Safe Passage works to earn its position as a justice-centered employer of choice in Western MA. Safe Passage provides a bilingual pay premium of \$1/hour for staff who possess language competency that is likely to be utilized in their position.</p>
Application Instructions
<p>To apply: Send resume and cover letter with the subject “Executive Assistant” to spjobs@safepass.org. Application deadline is May 13th 2023.</p> <p>For more information about Safe Passage and domestic violence, visit our website at www.safepass.org Safe Passage is an Equal Opportunity Employer with a strong organizational commitment to the achievement of excellence, diversity, and inclusion among staff.</p>