



Executive Assistant Job Description

Position Summary

The Executive Assistant will contribute to the efficiency of Compass Women's Center by providing personalized and timely support to the Executive Director. The incumbent will be engaged in a variety of duties, including: administrative tasks, volunteer development, bookkeeping and office communications. Because the person in this role is often the first voice or face that a donor or client will encounter, it is imperative that they be someone who values all people and the Christian faith. The incumbent must embody the organization's core values: Refuge, Respect, Relationships and Resources, as well as, be able to explain the Center's Christian beliefs to callers and potential volunteers.

Hours: Part Time, 22 hours per week

(hours subject to change including requiring one evening shift per week. Example: 1 to 7 pm)

Monday 10:00 AM to 4:00 PM
Tuesday 10:00 AM to 4:00 PM
Thursday 10:00 AM to 4:00 PM
On either a Wednesday or Friday - 4 hours- mid day

Pay: hourly. \$14.00 per hour

Job Duties:

- Office Administration
 - Screen and direct phone calls and interact with potential clients and volunteers
 - Maintain and oversee the filing system, retrieve corporate records, documents, and reports (mostly digital systems)
 - Conduct research and prepare documents for review and presentation by boards of directors, committees, and executives
 - Receive, record, and distribute mail and packages
 - Manage executives' calendars and set up meetings
 - Manage information flow in a timely and accurate manner
 - Performing office duties that include ordering supplies, cleaning, tiding
 - Provide general administrative support

- Communication
 - Proofreading
 - Greeting and screening visitors
 - Manage visitor and client flow, determine their accessibility to executives
 - Read and analyze incoming correspondence and distribute as needed.
 - Coordinate travel arrangements and schedule for Executive Director
 - Prepare and format information for internal and external communication – memos, emails, presentations, reports



- Bookkeeping
 - Manage information flow in a timely and accurate manner
 - Utilize Quickbooks software to support finance/accounting needs
 - Tasks to include but not limited to preparing deposits, receipts, data entry, online banking, rack daily expenses etc.
- Volunteer Coordination
 - Assist the Executive Director with volunteer oversight including but not limited to:
 - Recruitment
 - Training
 - Overseeing and coordinating assignments and duties
 - Scheduling
- All other duties as assigned

Requirements:

- High school diploma required, college degree or other certifications preferred
- 3 to 5 year experience as an Executive Assistant or similar role
- Familiarity with office equipment, fax/copy machine, e-calendars, etc.
- Proficiency in the MS Office suite and Google suite
- In depth knowledge of social media preferred
- Experience in accounting software, Quickbooks preferred
- Outstanding organizational and time management skills
 - Ability to prioritize daily workload
 - Must be able to meet deadlines in a fast-paced quickly changing environment.
 - A proactive approach to problem-solving with strong decision-making skills.
 - Must be independent and able to act without guidance
- Professional level verbal and written communications skills
- Must possess a high level of discretion and confidentiality
- Must have a passion for the mission
- Must be compassionate and relatable to the clients