



Executive Assistant Job Description

Objective of the Position: 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, and office maintenance. Kindness, compassion, attention to detail, diligence, adaptability, and a strong understanding of business administration would be great skills for success as the Executive Assistant at Compass.

Because the person in this role is often the first voice or face that a client will encounter, it is imperative that they be someone who values and respects all people and the Christian faith. The incumbent must embody the organization's core values: Love, Respect, Service, and Humility, as well as, be able to explain the Center's Christian beliefs to callers and potential clients, volunteers, donors, etc. It is important that the incumbent is able to serve people regardless of their faith, culture, lifestyle, or pregnancy decisions. Compass is a pro-life organization and, respectfully, does not provide or refer for pregnancy termination services.

Reports to: the Executive Director of Compass Women's Center

Status: Non- Exempt, Part-Time, approximately 24 hours per week.

(hours subject to change including requiring one evening shift per week. There is a possibility that this position may develop into a 4 day a week schedule. Example: 1 to 7 pm, and the addition of another day in the future. Example: Monday, Tuesday, Wednesday, Thursday = 32 hours per week.)

Monday	9:00 AM to 5:00 PM
Tuesday	9:00 AM to 5:00 PM
Thursday	9:00 AM to 5:00 PM

Pay: hourly. \$14.00 per hour

Core Responsibilities and Duties:

- A. Office Administration
 - a. Screen and direct phone calls and interact with potential clients and volunteers
 - b. Maintain and oversee the filing system, retrieve corporate records, documents, and reports (mostly digital systems)
 - c. Conduct research and prepare documents for review and presentation by boards of directors, committees, and executives
 - d. Receive, record, and distribute mail and packages
 - e. Manage executives' calendars and set up meetings
 - f. Manage information flow in a timely and accurate manner
 - g. Performing office duties that include ordering supplies, cleaning, tiding
 - h. Provide general administrative support
- B. Communication
 - a. Proofreading
 - b. Greeting and screening visitors
 - c. Manage visitor and client flow, determine their accessibility to executives
 - d. Read and analyze incoming correspondence and distribute as needed.
 - e. Coordinate travel arrangements and schedule for Executive Director
 - f. Prepare and format information for internal and external communication – memos, emails, presentations, reports



- C. Bookkeeping
 - a. Manage income and expense information flow in a timely and accurate manner
 - b. Manage the organization's accounting software
 - c. Manage the organization's donor management software
 - d. Tasks to include but not limited to preparing deposits, receipts, data entry, online banking, rack daily expenses etc.
- D. Volunteer Coordination
 - a. Assist the Executive Director with volunteer oversight including but not limited to:
 - i. Recruitment
 - ii. Training
 - iii. Overseeing and coordinating assignments and duties
 - iv. Scheduling
- E. All other duties as assigned

Qualifications and Requirements:

- Minimum High school diploma plus 3 to 5 years experience in a similar role required. College degree is preferred.
- Able to compassionately and respectfully interact with clients and donors of diverse cultures, religions, backgrounds, and traditions
 - Preferred experience in customer service, crisis hotline response, addiction recovery care, or other types of lay support for people experiencing difficult situations
 - Understand basic interpersonal dynamics and able to adjust coaching style to different personalities
- Must possess a high level of discretion and confidentiality
- Must have a passion for the mission
 - Agree with and can uphold all of Compass's foundational documents including:
 - Philosophy Statement
 - Mission & Vision
 - Core Values
 - We are Pro Life statements
 - What We Believe statement
 - Policies and Procedures
- Strong professional character
 - Dependable
 - Caring & compassionate
 - Ethical
 - Open minded & confident
- 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 communication skills
- Familiarity and proficiency with office technology and equipment
 - Familiarity with computers, fax/copy machines, e-calendars, email, cloud-based software, etc.
 - Proficiency in the MS Office suite and Google suite



Last Modified: 06/24/2022

Prepared By: Nancy Strader, Consultant

Approved By: Angela Hikes, Executive Director

EMPLOYEE ACKNOWLEDGEMENT:

I have read and understand the Position Description for the position I hold at Compass Women's Center. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Compass Women's Center.
2. It does not constitute an employment contract with Compass Women's Center.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Compass Women's Center.

I understand and agree that my employment with Compass Women's Center is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Employee name print: _____

Signature: _____ **Date:** _____

Original: Employee's Personnel File

Copy: To Employee

Copy: Position Descriptions File