



Job Title: Executive Assistant

Team: Administrative

Classification: Part-Time 25-30 hours per week

Reports To: Executive Director

## Mission

The Executive Assistant's mission is maintaining the Executive Director's schedule, executing delegated one-time or ongoing tasks, ensuring that the Executive Director can focus on the ministry as a whole and push the ministry toward the long-term vision. The Executive Assistant executes the day-to-day operations, connects the dots of the organization and frees up the Executive Director to do what only he/she can do.

## Position Responsibilities (include but not limited to)

- Scheduling Executive Director's calendar with meetings and focus blocks
- Manage email inbox (of Executive Director)- answering emails, making appointments that come in, etc.
- Manage work calendar (strategic) - scheduling meetings from inbox/messages, helping schedule strategic meetings with staff and community members, etc.
- Keeping up to date records of Board Members and Advisory Team Members
- Keeping up to date records of all Board Meeting Minutes and Advisory Team Meeting Minutes
- Creating and maintaining staff meeting agendas
- Preparing Thank you notes to donors for the Executive Director
- Payroll & HR Support - communicating with staff to answer any payroll and/or HR questions to include new hires, terminations, pay changes, vacation, etc.
- Handle in-office Chase credit card and Truist checkbook (checks for rent, local partners, etc.)
- Manage bank account balances and transfers
- Running reports from DonorPerfect (done intermittently between accountant reports as needed)

- Helping maintain DonorPerfect data (giving records) - helping set up and cancel recurring gifts as needed, maintaining online giving options, etc.
- Monitoring staff credit cards - collecting monthly expense reports and categorizing expenses
- Creating and sending donation Thank you, notification, and Tribute letters
- New Hire paperwork
- Keeping employee files (comp plans, review docs, w-4s, ect.)
- Setting up new staffers on IRA plan
- Communicating with IMG per insurance (for both facilities and vehicles)
- Maintaining approved drivers list for After School Sites
- Assist in planning fundraising events and preparing grant applications
- Keep up to date with monday.com responsibilities and schedule staff duties as necessary
- Quickly learning and executing new tasks that fall on the executive directors plate.