

Executive Assistant

Summary

Title: Executive Assistant

ID: 1220

Department: Administrative

Shift: N/A



YWCA Northeast Indiana's Mission is to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all in Allen, DeKalb, Huntington, Noble, Wells, and Whitley Counties.

We operate Indiana's longest-serving domestic violence crisis shelter and support Northeast Indiana's most diverse refugee community.

Currently, we are seeking a Full Time Executive Assistant.

Purpose:

Provide overall administrative support and coordination for the organization through the Executive Staff (CEO, COO, CFO), the Board of Directors and associated Committees. Performs basic bookkeeping tasks and provides back-up support to the development department.

Expectations of every YWCA Staff Member:

- Uphold and promote the YWCA Mission.
- Maintain compliance with state standards.
- Adhere to established policies and procedures.
- Contribute to fund development efforts for support of all programs and the overall Association.
- Provide support to other departments and staff.

Essential Duties:

- Manages all administrative and data entry support for the Chief Executive Officer, Board Committees and other senior staff
- Responsible for administration support for the Organization, including operations, board of directors, committees, special events, etc.
- Provides basic bookkeeping support to CFO
- Completes a broad variety of administrative tasks for the CEO including: managing an active calendar of appointments, completing expense reports, composing and preparing correspondence that is sometimes confidential; arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.

- Successfully completes critical aspects of deliverables with a hands-on approach, meeting materials, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Coordinates executive office and board meetings to ensure they are well organized, all pertinent information is provided and chairpersons are prepared. Includes meeting notices, reminder calls, agenda creation, support materials, and room set-up. Attends meetings and records minutes as assigned.
- Support financial aspects of the organization.
- Support and contribute to YWCA fund development initiatives, functions and efforts for all programs and the overall organization.
- Adhere to established policies and procedures.
- Assist with the management of telephone and voice mail communications systems for the office.
- Maintain accurate and appropriate records.
- Create and maintain high quality work environment to perform at highest level.
- Maintains a working knowledge of the operation of all AV and electronic office equipment such as copiers, fax machine, telephone system, e-mail, video and web-conferencing, and as well as other computer software, and provides secondary support for those functions.
- Run various reports from YWCA computer system.
- Other duties as assigned to meet the organization's goals.

Education:

- Associate's Degree or equivalent combination of education and experience

Knowledge and Experience:

- Strong customer service skills with ability to communicate in a professional manner with a wide range of people.
- Proven ability to effectively and respectfully interact with diverse populations, including clients, co-workers, board members, volunteers and agency.
- Ability to exercise independent judgment and discretion when handling potentially confidential or sensitive matters.
- Strong time management skills.
- Proficient in Microsoft Office including Outlook, Word, and Excel. Financial/Fund development software experience preferred.
- 1-3 years of general office experience; prefer general accounting experience
- 1-3 years of experience with general office equipment (copiers, printers)
- Accurate, organized, and detail-oriented, with ability to work under pressure and shift priorities in response to changing needs.
- Ability to keep accurate records and files

- Must comply with organization's policy of automobile insurance: must have a valid driver's license and personal automobile insurance coverage.
- Flexibility to change work hours as needed.

Physical/Mental Essential Requirements:

- Walking, standing, bending, stooping, reaching, moderate lifting and carrying (up to thirty (30) pounds).
- Full range of body motion including manual and finger dexterity and eye-hand coordination.
- Requires corrected vision and hearing to normal range.
- Ability to sit at a computer work station for extended periods of time.
- Occasional need to stand for long periods of time.
- Ability to focus on detail and accuracy of work product.
- Work is performed primarily in a non-smoking office environment.
- Occasional high stress may be experienced in dealing with clients, staff and volunteers.