



JOB DESCRIPTION

JOB TITLE: Executive Assistant

STATUS: Part-Time
non-exempt

Job: Code: EA-0823

Date: August 2023

As a member of the Imprints Cares administrative team, The Executive Assistant will support the day-to-day operations of the Executive Director. This role maintains various tasks including managing the Executive Director's calendar and engaging in close interaction with all staff and the board of directors. This position will be instrumental in supporting Imprints Cares in fulfilling our mission-driven work, which is to nurture children for lifelong success.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintain calendar and work closely with the ED to schedule and keep her up to date on all commitments; provide meeting documents and follow up as necessary.
- Prioritize incoming correspondence, issues and concerns addressed to the ED, and coordinate with ED on the proper course of action, referral, or response.
- Draft, edit, and assist in the creation of correspondence.
- Communicate directly, and on behalf of the ED, with clients, vendors, board of directors, and staff on routine matters.
- Organize, prioritize, and appropriately handle documents and sensitive, confidential information with discretion, diplomacy, and integrity; ensure action is completed.
- Event planning: Ability to manage and coordinate all aspects of executive meetings including board of director meetings, community events, philanthropic meetings, and other types of meetings.
- Support board of director portal (BoardEffect) by scheduling meetings, adding meeting minutes, and other duties as assigned.
- Adept on all aspects of Imprints Cares and can speak knowledgeably to programming, operations, and other aspects of the organization.

Administrative Duties

- Assist with incoming calls and other communications.
- Manage filing physically and electronically.
- Greet visitors as needed.
- Maintain office supplies.
- Receive, send, and sort mail.

Minimum Qualifications

- Bachelor's degree in communication, finance, or related field; or equivalent work experience and adept executive assistant skills.
- Proactive, action-oriented individual with the sophistication to communicate effectively (written and verbal) with people at all levels.
- Operates with integrity, honesty, and transparency. Exercises good judgment and appreciates the need for confidentiality and discretion on sensitive and protected matters.
- Proficient with Microsoft Office Products (Excel, Word, and PowerPoint).
- Strong attention to detail and process oriented.
- Demonstrated ability to multi-task and manage multiple priorities.
- Ability to work independently; be self-directed and motivated.
- May need to lift up to 20 pounds at times.
- Engage in other duties as assigned.

REPORTING RELATIONSHIP:

The Executive Assistant will report to the Executive Director of Imprints Cares.