

# YWCA Job Description



**Job Title:** Executive Administrative Assistant  
**Reports To:** CEO  
**Status:** Non-exempt, hourly  
**Schedule:** Monday – Friday 8:00 am – 5:00 pm. Sporadic evening and weekend work.

## Position Summary:

Provides administrative support to the CEO. Organizes hard copy and computer files. Produces reports, drafts and produces correspondence as requested. Assists in member services, answering phones and greeting guests.

## Job Requirements:

This position requires an ability to work effectively with others and be a positive team member. The administrative assistant must be able to establish and maintain harmonious relationships with staff, volunteers, members and the community. Good organization skills, strong relationship skills, general knowledge of business procedures, above average verbal & written communication skills, and strong computer skills are essential. Proficient use of Microsoft Office programs and data base programs in a Windows environment are required. This position requires attentiveness to detail, ability to prioritize and multitask, initiative and follow through. The administrative assistant must be flexible regarding work hours and changing responsibilities. Business casual attire is required. Respectful customer service skills are essential.

## Educational & Experience Requirements:

- Technical college degree required
- Demonstrated reliability in a work setting
- Must have good command of MS Office software programs

## Job Duties:

- Processes and enters donations onto computer spreadsheets and/or data bases and maintains accurate and up-to-date information.
- Prepares mailings and identifies needs for customizing, editing, and revising forms
- Prepares departmental bulk mailings, including learning and following federal bulk mail regulations
- Prepares thank you letter receipts for donors.
- Files departmental correspondence and contributions and maintains filing system.
- Assists with other office functions as requested.
- Assists with organizing special events, donor functions, and routine programs.
- Searches out public data and demographic information as requested.
- Maintains reminders, CEO calendar and hard copy files.
- Assists with preparation of monthly board reports and other data collection and reporting as requested.
- Drafts and prepares correspondence as requested including scheduling appointments
- Plans for and arranges to meet needs of committees and staff members on and off site
- Prepares and mails reminders for committee meetings and other events.
- Maintains up-to-date board and committee lists.
- Provides facility tours to prospective members.
- Cleans & organizes conference areas and prepares them for various meetings.

Print Full Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

CEO Signature \_\_\_\_\_ Date \_\_\_\_\_