

YWCA Job Description



Job Title: Executive Administrative Assistant
Reports To: CEO
Status: Non-exempt, hourly
Schedule: 40 hours per week. May include occasional evening and weekend work.

Position Summary:

Provides administrative support to two members of the management staff: the CEO and the CFO. Organizes hard copy and computer files. Produces reports, drafts and 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 executive 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 Word and familiarity with or ability to learn use of Microsoft Excel 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:

- Minimum of associate degree in administrative or business management or at least three years of related experience in a professional office setting

Job Duties:

- Maintains the CEO's daily calendar including scheduling & prepping meetings
- 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 receipts of donations
- Files departmental correspondence and contributions and maintains filing system
- Assists with organizing special events, donor functions, and routine programs
- Searches out public data and demographic information as requested
- Maintains reminders and hard copy files
- Assists with preparation of monthly board reports (may be asked to take minutes at BOD meetings) and other data collection and reporting as requested
- Drafts and prepares correspondence as requested
- 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
- Assists CFO with clerical duties as assigned. These include but are not limited to reconciliation of data, report development, and file maintenance.
- Other duties as assigned

Print Full Name _____

Employee Signature _____ Date _____

CEO Signature _____ Date _____