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Job Title: Administrative Assistant

Department: Administration

Supervisor: Chief Executive Officer

Location: Business office

Shift: Monday – Friday, 9-5pm

Employment status: 1.0 FTE; non-exempt - \$13.50-\$14.50 per hour

Summary: Support Chief Executive Officer and Administration

Essential Duties and Responsibilities:

Executive Assistant Duties

- Anticipate, analyze and meet the administrative demands of the CEO, multi-tasking to effectively handle the pace of activity and changing priorities.
- Prioritize matters requiring the CEO's attention.
- Manage appointments, meetings, and general calendar upkeep.
- Correspond with outside agencies and stakeholders.
- Exercise judgment and discretion in responding to correspondence, telephone, electronic and in-person inquiries—directly addressing issues independently or making appropriate inquiries or referrals as necessary.
- Expedite flow of time-sensitive documents, facilitate exchange of information and data necessary for staff to perform duties.
- Attend meeting with the CEO as requested and follow through on tasks.
- Event planning and logistics.
- Appropriately manage confidential information.
- Attend meetings and trainings as assigned.
- Miscellaneous duties: serve on, or staff, committees as requested; manage electronic and hard-copy record keeping systems, takes and transcribes minutes.
- Perform other related responsibilities as necessitated by the position.
- Support administrative staff: Development, Financial and Human Resources.
- Assist with preparing job descriptions and interview questions.
- Track applications, reference checks, facilitate pre-employment background checks.

- Assist managers with hiring process by providing hiring packet and HR handbook.
- Accurately manage documents and personnel files.
- Track timeline for insurance enrollment and anniversary date.
- Assist with compliance related areas by accessing reference materials and applying information.
- Review and manage time sheets.

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- Create and maintain filing systems.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and ability to work with people from diverse backgrounds and underserved communities.
- Actively promote a professional workplace culture of mutual respect and collegiality for all members of the organization and our partner agencies.
- Demonstrated ability to remain calm, follow directives, and provide assistance in crisis situations.
- Understanding or ability to learn the dynamics of domestic violence and the impact on adult and child survivors.
- Excellent judgment and strong interpersonal skills. Must be well organized, creative, empathetic, and people oriented.
- Attention to detail.
- Excellent communication and time management skills.
- Ability to work collaboratively as well as independently with the ability to prioritize.

Required Qualifications:

- Three (3) years professional assistant experience, including experience managing an executive's calendar and arranging meetings.
- Highly proficient in Outlook, Word, Excel, Exchange, Powerpoint
- Background check and Department of Motor Vehicle Driving Record review.
- Successful completion of the Womenspace training program.

Preferred Qualifications:

- Bilingual
- Supervision experience
- Expertise in Office 365