

Executive Assistant Job Description

REPORTS TO:	Chief Executive Officer
LOCATION:	Spokane, WA
TYPE:	Paid/Full-time/Non-Exempt
REVIEWED:	December 2021

JOB DESCRIPTION

We are looking for an Executive Assistant to perform a variety of administrative tasks and to support our Chief Executive Officer and Board of Directors. The Executive Assistant is well-organized, has great time management skills, and is able to problem-solve and prioritize without guidance. This position will contribute to the efficiency of the Foundation by providing personalized and timely support to executive members.

RESPONSIBILITIES

- Open, sort and distribute incoming mail, faxes, emails, and other correspondence.
- Act as the point of contact among executives, directors, staff, volunteers, donors, and other external partners.
- Communicate in a timely and accurate manner.
- Manage calendars: schedule, prepare for, and provide follow-up for meetings.
- Accurately record meeting minutes.
- Record daily expenses and prepare monthly reconciliation reports.
- Perform office duties that include ordering supplies and managing a records database.
- Conduct research and compile data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Prepare agendas, memos, executive summaries, emails, presentations, reports.
- Screen and direct phone calls and distribute correspondence.

- Organize and maintain the office filing system for filing and retrieving corporate records, documents, and reports in both digital and paper form.
- Handle basic bookkeeping tasks, including bill payment and preparation of daily deposit.
- Using various softwares, including word processing, spreadsheets, databases, and presentation software.
- Provide general administrative support.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- 5 years of experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of the entire MS Office or G suite.
- High school diploma.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced, quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.
- Discretion and confidentiality
- PA diploma or certification is a plus

PURPOSE: Believe in Me is organized for the principle purpose of stimulating, receiving, administering, and managing assets and funds for grant-making to programs serving youth in need of shelter, foster care, adoption, education, and emotional enrichment support and direction.

VISION: Our vision is to help every kid develop the self-confidence they need to succeed.

MISSION: Leveraging the generosity of our donors, we fund children's charities that provide disadvantaged kids with a safe place to call home, a family that loves them, a feeling of community, and opportunities to learn, build self-esteem, and have fun.

VALUES: Believe in Me effectively raises funds and manages assets in a manner that is guided by the values of caring, trustworthiness, innovation, equity, diversity, and inclusion.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time. We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.