

**TITLE:** Executive Assistant

**POSITION:** 25 hours per week

**REPORTS TO:** Executive Director

**PAY RANGE:** \$23/hour

**POSITION DEFINITION:**

The Executive Assistant will be responsible for assisting the Executive Director to include fundraising, organizing, coordinating operations and procedures, and ensuring organizational efficiencies.

**QUALIFICATIONS:**

- Works as an equal part of the team for the betterment and continuation of the mission of Crossroads House under the supervision of the Executive Director.
- Minimum of two years of office experience.
- Proficient in Microsoft Office Suite and database programs.
- Proficient in social media and Canva design.
- Possess organizational skills and the ability to prioritize workload.
- Possess excellent verbal and written communication skills.

**DUTIES AND RESPONSIBILITIES:**

The following statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the position.

- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf.
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
- Able to work evenings and weekends as needed.
- Assist with ongoing marketing endeavors, speaking engagements, public visibility, recruiting partnerships.
- Keeps abreast of community activities.
- Collaborates with the Executive Director on all aspects of the Annual Campaign to include the annual business appeal and community appeal; secure appropriate contacts with corporations and businesses to facilitate pledges, donations, and sponsorships.
- Assists with all fundraising activities, collaborating closely with the fundraising chairpersons to promote the events, develop agenda, and attend the monthly fundraising meetings.
- Maintains an inventory of office supplies and orders supplies as needed and approved by the Executive Director. Promotes cost containment within the annual budget.

- Maintains up-to-date original forms and ensures copies and printed materials are readily available to staff and volunteers.
- Maintains files in an orderly manner, easily accessible to key office staff.
- Pick up, open, and sort mail in a timely manner.
- Assists Board of Directors, staff, and committee chairs upon request.
- Prepares and forwards packets to the Board of Directors for their meeting. Maintains the original copies in the office.
- Performs additional tasks as deemed necessary by the Board of Directors and Executive Director as pertaining to the job.

**TO APPLY:**

Email cover letter and resume to [TracyFord@CrossroadsHouse.com](mailto:TracyFord@CrossroadsHouse.com) by May 15, 2026.