

TITLE: Executive Assistant

POSITION: 30-35 hours per week

REPORTS TO: Executive Director

PAY RANGE: \$23/hour - \$25/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. Accountable for financial reporting and limited volunteer training. In the absence of the Executive Director for such issues as vacation, illness, or out-of-town on business, all concerns and business decisions will be directed to the Executive Assistant.

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 office experience.
- Knowledge of Microsoft Word, Excel, and Database programs
- Possess organizational skills and the ability to prioritize workload.
- Possess excellent verbal and written communication skills.
- Possess basic bookkeeping 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.
- Supervises, trains, assigns duties, and schedules office volunteers.

- Operates and maintains office equipment and notifies the Executive Director of maintenance needs.
- 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 office files in an orderly manner, easily accessible to key office staff.
- Picks up, opens, and sorts mail in a timely manner.
- Maintains computer databases and makes regularly scheduled backups.
- Facilitates thank you letters and acknowledgements to donors of money, in-kind donations, and donated services in a timely manner.
- Attends staff meetings of all paid staff.
- Assists Board of Directors, staff, and committee chairs upon request.
- Prepares payroll forms for the payroll service, along with all supporting time sheets, and appropriate paperwork and submits such to Executive Director for approval.
- Provide various bookkeeping and accounting services, including accounts payable, accounts receivable, payroll, inventory, and cash receipts.
- Maintains a complete and systematic record of business transactions, including Quick Books, accounts payable: writing and mailing checks; accounts receivable, recording in donor express. Manage petty cash and gift certificates. Responsible for counting cash, checks, making bank deposits and recording such with proper documentation in a timely manner.
- Always ensures accuracy of all financial records, making such available to Executive Director/Board of Directors on request.
- Maintains personnel files and notifies appropriate supervisors of compliance needs of all paid staff in a timely manner.
- Prepares and forwards packets to the Board of Directors for their meeting. Maintains the original copies in the office.
- Participates with the Executive Director on the yearly budget.
- Performs additional tasks as deemed necessary by the Board of Directors and Executive Director as it pertains to the job.

TO APPLY:

Email cover letter and resume to TracyFord@CrossroadsHouse.com by April 5, 2024.