

# EXECUTIVE ASSISTANT

## Job Description

### **OVERVIEW**

Alliance for Greater Works™ is hiring a professional part-time executive assistant (EA) to join our team. The EA serves as the administrative gatekeeper for the organization and provides the day-to-day administrative support to executive leadership. The EA acts as the initial point of contact to external customers, assists and represents Alliance in communicating with community partners and vendors, and handles multiple incoming issues and concerns addressed to executive leadership and the organization, as they arise.

### **Executive Assistant Responsibilities:**

- Answer incoming calls and manage executive leadership meeting calendar.
- Plan and prepare for internal and external meetings. Responsibilities include: scheduling of meetings and teleconferences; logistics; preparing meeting materials; overseeing audio/visual needs; organizing meals or refreshments; and maintaining meeting files.
- Plan and schedule travel and lodging for executive leadership.
- Manage event logistics of Alliance conferences. Responsibilities can include: scheduling meetings/teleconferences, food tastings preparing and copying meeting materials, and taking meeting notes, preparing PowerPoint presentations, sending thank you notes, confirming speakers, booking travel and lodging, ordering supplies, preparing name tags, ordering signage, marketing materials, and other assignments as needed.
- Coordinate website maintenance, manage logistics of monthly e-newsletter by writing newsletter articles and administering social media posts, etc.
- Fundraising is a responsibility shared by all staff at Alliance, so the EA will work with the executive leadership team to foster fundraising relationships, prepare grant requests and orchestrate exceptional site visits.
- Develop and maintain contact and mailing lists including board, partner, client, supporters, vendors, etc.
- Manage the operation of office equipment, including ordering supplies and maintenance when necessary. Take on other roles and special projects as assigned.

### **Position requirements, knowledge, skills and abilities:**

- Highly organized with strong attention to detail. Strong professional etiquette.
- Proficiency in Microsoft Office programs: Outlook, Word, PowerPoint and Excel.
- Bilingual preferred
- Adaptable to needs of a small-staffed organization, with a willingness to pitch in when circumstances require.
- Establish and maintain effective working relationships with staff, Board of Directors, and other key partners.
- Ability to work under minimal supervision, exercise good judgment, and confidentiality.
- Work hours will be spread over four days per week (9:00 a.m. to 3 p.m. weekdays). – 24 hours.

**To apply, send resume with cover letter including salary requirement to [hr@allianceforgreaterworks.org](mailto:hr@allianceforgreaterworks.org). NO CALLS PLEASE.**