

Executive Assistant to the Executive Director of the Neighborhood Services Center

Job Description

Job Overview:

The Executive Assistant provides administrative support to the Executive Director (ED). Reporting directly to the ED, the Executive Assistant provides executive support in a one-on-one working relationship. The goal of the Executive Assistant is conserving the ED's time by reading and responding to all correspondence, collecting and analyzing information that will need to be made into a report or filed or invoiced to the proper agency. The Executive Assistant will maintain schedules of meetings and appointments for the ED. All this is done in a highly professional manner that reflect positively on the ED and Neighborhood Services Center.

Skills and Qualifications:

- +Service focus where you are dedicated to serve the ED with high ethics and standards.
- +Computer literate to perform multiple tasks using different computer programs
- +Commitment to excellence in fulfilling the responsibilities with accuracy and efficiency
- + Pleasant and friendly personality in dealing with donors and friends of NSC
- +Skilled at decision making and analyzing information to help the ED with responsibilities
- +Excellent in written and verbal communication in a professional manner
- +Ability to maintain confidentiality with sensitive information

Description of Responsibilities:

- +Maintain and manage schedule for ED and prepare pertinent information for ED concerning the appointments, meetings or social gatherings
- +Answer phone calls and respond to requests as appropriate
- +Retrieve phone messages and respond as needed
- +Respond to and organize emails
- +Maintain filing and organizing of important documents, both paper and electronic
- +Generate Thank you notes for donors
- +Maintain donor database
- +Open Mail, analyze and discern who needs to read it
- +Gather and organize information for reports
- +Gather and organize information for invoices
- +Take minutes at Bi monthly Staff meetings