



Job title	<i>Executive Assistant</i>
Reports to	<i>Director of Operations</i>

Job purpose

Provides high-level administrative support and assistance to the administrative team, which includes the President and CEO, Chief Strategy and Development Officer (CSDO), and Director of Operations. Must be a great communicator with excellent interpersonal skills; detail-oriented, organized, punctual, and have the ability to multitask. Knowledge of the organization's activities, services, and operations is paramount to the position.

Duties and responsibilities

Primary Responsibilities

- Act as the point of contact for administrative team for employees, clients, and external partners.
- Manage information flow in a timely and accurate manner from staff to administrative team.
- Answer incoming calls for administrative team; provide information, screen, and direct calls appropriately in a timely manner.
- Manage administrative team's internal calendars.
- Make travel and accommodation arrangements for administrative team.
- Assist with completing and turning in routine paperwork for administrative team.
- Input information and maintain various databases that Thrive utilizes.
- Copy, collate, and assemble items for organization informational packets, monthly reports, and mailings, as needed.
- Proofread copy for grants, reports, presentations, and other internal and external communications materials.
- Perform clerical and administrative tasks, including drafting letters, memos, invoices, emails, reports, and other documents for administrative team.
- Maintain comprehensive and accurate records.
- Organize meetings for administrative team, including scheduling, sending reminders, and organizing catering when necessary.
- Assist with various projects in support of the administrative team.
- Provide administrative support to the administrative team, as well as other team members, as needed.
- Other duties as assigned.

Qualifications

- Excellent phone etiquette, articulate, and courteous to callers
- Courteous, attentive, and professional
- Dependable and takes initiative
- Organized; able to multitask, set priorities, and meet deadlines
- Detail oriented
- Excellent spelling and grammar; carefully proofs own work
- Proficient in MS Office applications (Word, Excel, PowerPoint, Outlook), database systems, and other common computer applications
- Ability to learn new databases and computer applications quickly
- Outgoing, friendly personality who enjoys working with the public
- Ability to handle confidential information with discretion
- Professional attitude and appearance
- Strong written and oral communication skills that communicate clearly and effectively in a professional manner
- Ability to work effectively with people of all social, economic, racial, and cultural backgrounds

More Information

- Thrive is an EOE.
- Compensation: This is a full-time, hourly position paid at \$19.23-21.64/hr, based on experience. Benefits package includes full premiums paid for employee's medical insurance, IRA contributions, 120 hours of PTO, and paid holidays.

Please submit a resume and cover letter to Thrive Allen County's office or email to jobs@thriveallencounty.org