



of Metropolitan Dallas

Position Title: Executive Assistant

Category/FLSA Status: Full-time, Exempt

Supervisor: Chief Executive Officer

Supervises: None

Position Summary:

This position is responsible for providing an advanced level of professional administrative support and office management to ensure the Girls Inc. offices operate in an organized, efficient and professional manner. As a member of the management team, the Executive Assistant provides the necessary leadership skills to work effectively with management, staff, donors and members of the board to accomplish the strategic goals of the organization, as such the position requires discretion in handling confidential, sensitive, and timely information.

Primary Responsibilities and Duties:

- Assist CEO in all support-related tasks of the daily administrative operations. This includes, but is not limited to accepting phone calls, booking travel, copying, making all meeting preparations, taking call and meeting notes, preparing presentations, completing expense reports, etc.
- Provide support for facilities management needs, acting as a point of contact when needed. Keep all employees informed about any relevant matters concerning the facilities.
- Manage and order all office supplies and ensure the supply room and break areas are clean and well stocked.
- Assist in gathering and maintaining all documents to ensure compliance with all state and federal regulations of a nonprofit organization.
- Serve as a secondary point of contact with IT on service issues, equipment orders, etc.
- Assist the CEO with all board member and funder relations, including arranging engagement meetings, completing correspondence and managing all necessary follow-up.
- Schedule all board meetings and related committee meetings, as well as staff meetings, assist with preparation and dissemination of all materials and presentations, oversee all logistics, complete minutes and assist with follow-up.
- Receive, sort and distribute mail, and serve as back-up for answering phones, receiving deliveries and greeting guests.
- Support the director of operations, director of development and accounting team as needed.
- Complete key bookkeeping activities as outlined by accounting department.
- Coordinate travel and calendars for managers, as well as make copies, type letters and memos as needed.
- Assist with all new hires including day one orientation and pre-entry ensure equipment is set up, desk space is prepared, etc.
- Input donations and maintain records in donor database.
- Other duties as assigned.

Minimum Qualifications:

- Associate Degree or equivalent experience
- 5+ years of administrative experience
- High degree of proficiency with all Microsoft Office 365.
- Ability to support day to day operations in a fast-paced environment with independent judgment and discretion in handling confidential and sensitive material.
- Experienced in general administrative and logistical support and have a basic familiarity with a nonprofit business structure.
- Ability to communicate effectively and prepare reports and presentations.
- Ability to work in a collaborative team atmosphere and be willing to work with the objective of achieving team goals. Personal achievement goals must be aligned with these Team goals and objectives.
- Demonstrate excellent customer service skills with the ability to work well with staff at all levels of the organization and have a high level of professionalism.
- Ability to work independently with minimal instruction, and requires high degree of self-directed initiative, creativity and good judgment.
- Ability to manage multiple priorities and requests in a timely manner, with strong attention to detail.
- Must have flexibility with working hours and available to work some evenings and weekends.

Preferred Qualifications:

- Bachelor Degree
- Bilingual in Spanish
- Notary Public designation

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Dallas County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.