



Job Title: **Executive Assistant**  
FLSA Status: Full time Non-exempt  
Reports to: CEO  
Revision Date: November8, 2021

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#### **POSITION SUMMARY:**

The Executive Assistant is responsible for providing exceptional administrative support to the CEO and has office manager responsibilities for the office. He or she will also provide phone support in the afternoon and when front office staff are unavailable. Outstanding verbal and written communication skills are needed along with a high attention to detail. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Support the CEO in all administrative functions.
2. Coordinate heavy calendar management requiring interaction with both internal and external executives and the preparation, gathering and distribution of supporting materials. Prioritize inquires and requests while trouble shooting conflicts.
3. Arrange and handle logistics for all staff, Board, Executive Committee meetings and events: schedule meetings; draft agendas; develop, compile, and distribute pre-meeting materials and assemble presentation.
4. Daily contact with senior staff, managers, and peers as well as key donors, and volunteers.
5. Design and produce reports, dashboards, and presentations for meetings with staff and outside parties.
6. Compose communications on behalf of the CEO both for internal and external constituents.
7. Manage special projects in partnership with the CEO or other senior staff members.
8. Arrange travel as needed.
9. Track and report on expenses.
10. Coordinate various board and staff events

#### **Other Responsibilities**

1. Answer the main office telephone and direct calls to the appropriate staff member or voicemail.
2. Take referrals by phone from professionals and agency caseworkers who have not been issued agency codes.

3. Assist current and potential clients who call with questions or issues concerning referrals.
4. Monitoring office supplies and placing new orders as needed.
5. Attend staff meetings/trainings and other meetings as required.
6. Represent Loaves & Fishes/Friendship Trays as required by the Executive Director.
7. Participate in and support Loaves & Fishes/Friendship Trays' Fund-Raising Efforts.
8. Other duties as assigned.

**QUALIFICATIONS:**

1. Associate degree and 2 years of experience in a similar role. Previous professional experience in the nonprofit industry preferred.
2. Strong computer and analytic skills. Proficiency in Microsoft Office products, such as Outlook, Word, Excel, PowerPoint, and Teams. Comfortable learning new software.
3. Requires a high level of tact and integrity due to the great frequency of senior level internal and external contacts and regular exposure to confidential data.
4. Positive, "can-do" attitude, flexibility, and detail oriented; high degree of initiative and an ability to manage and prioritize multiple tasks and projects at a time.
5. Strong customer service skills, ability to communicate calmly with patience and kindness.
6. Ability to work with sensitivity, empathy and without discrimination towards peoples of diverse cultures, races/ethnicity, socio-economic positions, ages, religions, genders, physical/mental challenges/disabilities, and sexual orientations.
7. A passion for the mission of Loaves & Fishes/Friendship Trays is essential.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties will be reviewed periodically and may be modified when deemed appropriate by management.

**PAY RANGE: \$19 - \$21 per hour**

**To apply, please use Executive Assistant in the subject line and email a cover letter and resume to [HR@loavesandfishes.org](mailto:HR@loavesandfishes.org).**