
Executive Assistant Job Description

Department: Administration

Hours: Full Time (30-40 hours)

Fair Labor Standards Act (FLSA) Status: Non-exempt

Wage: \$13.50-16/Hourly

This position provides a wide variety of complex and confidential administrative tasks in support of the Executive Director and Board.

Duties and Responsibilities

The basic duties, responsibilities, and tasks are as follows:

- Support the Executive Director and Board with administrative responsibilities.
- Create written and dictated communiqués.
- Establish and maintain files needed by the Executive Director and Board.
- Oversee development of Board agenda and Board packet information to ensure the accuracy and completeness of materials presented to the Board.
- Composes complex documents (e.g., executive summaries, correspondence, schedules, agendas, reports) in support of the Executive Director and Board.
- Contact and communicate with prospective and returning volunteers, staff members, homeowners, vendors, donors, community members, and patrons of the LAHFH ReStore.
- Acting as the Policy Officer, work with the Documentation and Training Specialist that handles the three-year document update cycle, and under direction of the executive direction, notify employees and board of relevant changes. .
- Manage phone calls, respond to email inquiries directed at the LAHFH Home Repair and Preservation, Home Build, and volunteer programs, and interface with clients.
- Complete general administrative and clerical functions such as answering phones, archiving records, maintaining filing systems, posting on social media, checking the mail, and more.
- Arrange appointments on the Executive Directors calendar as requested by donors, employees, and board members.
- Manage volunteer and donor databases.
- May collect data, assemble materials, type proposals, and assist in employee-related administrative tasks.
- Make travel arrangements for the Executive Director and Board.

- If needed, stand in as Board secretary during monthly board meetings.
- Other specific projects as assigned or developed.

Communications Support

- Develop and maintain a collaborative, positive, functional relationship with staff, volunteers, and vendors.
- Communicate with timeliness, clarity, and positivity with people of all levels, including internal and external contacts.

Confidentiality

- Must have the ability to deal with highly confidential matters in a professional manner.
- Maintain the integrity of confidential information relating to company, employee, and donor data.

Required Qualifications

- Computer skills in word processing, spreadsheets, and databases.
- Experience using Google applications (Forms, Sheets) and Microsoft applications (Word and Excel) and content management systems (document sharing) such as Google docs or Microsoft Teams.
- Self-starter and ability to work independently with minimal supervision.
- Ability to analyze problems and make corrections in a complex and fast-paced environment.
- Ability to proactively determine priorities and meet deadlines.
- Experience using social media and willingness to learn marketing platform practices.
- High level of verbal and written communication skills
- Detail oriented and organized.
- Available for monthly evening board meeting.
- Flexibility related to working with and assisting volunteers.

Note: Experience working with volunteers desirable but not required.

- Complete a criminal background check.

Education

Bachelor of Arts in Business Administration with a concentration in program or project management or Associates degree in Business Administration preferred.

Two years related work experience in a non-profit or another business may be considered in place of a degree.

Work Environment and Physical Demands

- Most work is performed indoors in an office setting. It is normal to sit for long periods of time.
- Requires valid driver's license and must meet company's insurance requirements; occasional driving to various offices or build or repair sites to work with staff and volunteers.
- Some tasks involve working with volunteers and staff while others are performed independently.

Note: *This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause. Lebanon Area Habitat for Humanity is an equal opportunity employer.*

Lebanon Area Habitat for Humanity is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Lebanon Area Habitat for Humanity values diversity and supports a positive, welcoming environment where all our employees can thrive. We strive to hire a workforce representative of the communities we serve, understanding a diverse workforce strengthens our organization.