



Job description

Position title: Executive Assistant/Project Manager

Reporting to: Executive Director

Part-Time: 25 hours/week

Position summary

The Executive Assistant/Project Manager will join our high-energy team, helping to support the critical business functions that keep our organization running solid and successful. As a driven project coordinator, you will provide the knowledge, resources, and tools that support the Executive Director.

Duties and responsibilities

Project Management: Manages special events, including resources and timelines, and works closely with management and internal teams to provide updates on issues and advance the project to its successful completion.

Communication liaison: Serves as the liaison on communications for both internal teams and external clients. Responsible for communicating updates, information, and changes. May be appointed as a delegate to participate in meetings. Manages the general inquiry and other organization email inboxes.

Administrative management: Manages administrative functions, such as the preparation and formatting of any written communication, reports or presentations. Manages the repository for storage of documents and files, and other administrative duties as assigned.. Ensures appropriate technology is leveraged to execute tasks. Maintains all the invoices, credit card receipts, and sales tax returns. Sets the organization and program calendars and owns the daily itinerary and any meeting deliverables, communications, or follow-up. Provide support for program onboarding and other administrative tasks, as needed.

Meeting coordination: Coordinates and assists in ensuring that meeting agenda and requirements are accurate and all details are complete according to the specific needs of the meeting. Collects all minutes from meetings and manages all follow-ups on any tasks, takeaways, or communications.

Qualifications

- Ability to provide stability across multiple teams.
- Adept at building internal and external relationships to leverage resources when needed.
- Sound judgment regarding confidential and sensitive matters.
- Strong project management background to manage the complexity of the role.
- Proven ability to meet multiple and unexpected deadlines in a demanding environment
- 3 + years experience providing support for upper-level management in a related organization
- Proficiency in Windows, including MS Word, Excel, and PowerPoint.
- Ability to learn new software quickly.
- Excellent writing, editing, grammatical, research, verbal and written skills.
- Strong organizational skills that reflect the ability to perform, take ownership of the position, and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors.
- Excellent management, time-management, and problem-solving skills.
- Knowledge of Spanish is helpful, and Bi-lingual is preferred.
- Comfortable with Project Management processes and acumen.
- Bachelor's degree in communications, business or related field.