



Position: Executive Assistant

Employment Status: Hourly, Full Time, Non-Exempt

Schedule & Compensation: \$16.83/hr., 40 Hours/week Monday-Friday 9am-5pm*, 100% Employer Provided Medical & Dental Coverage, federal and state holidays, and generous PTO.

Reports to: Executive Director

Job Description: The Executive Assistant coordinates and provides administrative support to the Executive Director. The position supports the agency's public relations efforts and marketing strategies. We are a small team and ALL employees must be willing and able to provide pleasant customer service, trauma-informed hotline response, event support, volunteer coordination, and donation management. Full responsibility for special projects will be delegated on a regular basis.

Essential Functions & Duties (in no particular order):

- Maintain accurate staff, event, and financial development calendars (shared Google calendars)
- Create Gantt charts to monitor our larger projects and strategies.
- Assist in managing the Directors' calendars by scheduling meetings, conference calls and other appointments.
- Manage information flow to the E.D., wherever possible and appropriate, attempt to interact with those asking for his/her attention and "boil down" the request for simplicity. Identify priorities for the E.D.'s attention and handle confidential information with discretion.
- Organize and maintain ALL filing systems (paper, cloud-based, and client/donor databases).
- Provide administrative support to the Executive Director and Program Director. Assist the E.D. in preparation and/or editing of grants, public statements, presentations, articles, etc.
- Stay apprised of regional and functional issues relating to domestic violence, sexual assault, sex trafficking, and other "intersectional" social issues. Ensure that E.D. is aware of these items.
- Attend local networking events as a representative of the agency. Identify areas of opportunity for the agency (potential collaborations, partnerships, programs, funding, etc.) This position REQUIRES an ability to articulate the mission and perspectives of Safe Embrace clearly and accurately –while building community support for the agency.
- Maintain/promote the organization's Internet and Social Media presence.
- Serve as liaison between staff and IT contractor to coordinate maintenance & repairs (that cannot be conducted in-house).
- Order supplies and equipment as requested. Monitor and order office supplies as needed. Maintain all staff purchase orders and purchase paperwork.
- Arrange travel and accommodations as required (for all employees).
- Arrange and coordinate administrative meetings and office events.
- By request, provide staff-level support to Bookkeeper in areas of AR, AP (QuickBooks), account reconciliation, deposits, filing of financial documentation, and grant/budget monitoring (Excel).
- Draft and send letters, memos, make calls, and assist with meeting coordination for Directors.
- Support financial development activities (scheduling, event planning/coordination, research, funding proposal production, follow-up, etc.).



- Support the design and development, implementation, and maintenance of public awareness, traditional marketing, Internet, and social media campaigns and materials.
- Assist with board communication, monthly meeting logistics, and record-keeping.
- Collect and maintain back-up documentation for monthly, quarterly and annual compilation of grant reports.
- Make deposits.
- Assist in the planning and execution of fundraising and outreach events.
- Serve as back-up to the receptionist and answer calls/greet customers.

Qualifications:

Minimum Qualifications

- Bachelor's Degree and minimum of two (2) years of full-time employment with similar responsibilities, OR, three (3) years of full-time employment with similar responsibilities.
- We are a drug free workplace supporting adult and child victims of violence, using grants and donated funds. All potential employees must submit to a comprehensive Federal and state background check, and drug test prior to official hiring.
- Must be highly organized and able to prioritize, schedule, and follow up as needed in a fast paced working environment.
- Must be able to communicate effectively verbally and in written correspondence.
- Must be proficient (preferably advanced) in the use standard office equipment and software programs.
- Must have experience with database entry, form creation, and report generation.
- Must have the ability to get to work, off-site meetings, and transport materials and equipment to event sites. Whether driving a personal or company vehicle, a valid operator's license and insurance is required for staff drivers.

Desired Qualifications

- Bilingual (English/Spanish, English/Tagalog, English/Mandarin, English/Hindi)
- Experience working at a nonprofit.
- Experience working on grant-funded programs and projects with complex and specific guidelines and schedules.
- Experience with Human Resources functions and files.
- Experience, and passion for, working with at-risk or high-risk populations (including DV & SA victims, those with mental health conditions, substance abusers, chronically homelessness, LGBTQ, youth/children etc.)
- The ability to manually lift and organize files on a daily basis, and lift and move 15-30 pound boxes and/or bags on a weekly/monthly is desired.



Application Instructions

Safe Embrace is a great nonprofit to work for, we take our work seriously and we look out for our people. We will publicly advertise this position between June 20th and July 6th. We will not accept any applications after July 6th. We will begin scheduling first-round interviews for this position on the 2nd week of July.

To Apply:

- Ensure that you meet all of the minimum requirements as outlined on the previous page.
- Attach a formal cover letter that highlights past experience and/or education that is applicable to this position. In *.PDF format.
- Attach a formal, and up-to-date, resume (or CV). In *.PDF format.
- Preferred: Attach a list, in *.PDF format, of three personal and/or professional references that can speak to your ability to perform any or all of the responsibilities listed in this position description. Indicate how you know them, and who can speak to a particular responsibility/experience on your list.
 - **We respect your privacy and will only contact the individuals on your list after asking for your permission to do so.**

We know that submitting applications is stressful, especially for those who get excited about a particular position. However, please do not call to check the status of your application.

You will receive an automatic response from the employment@safeembrace.org email address, we promise that your application will be reviewed by our hiring committee for this position using the timeline posted.

All applicants will be notified when we fill the position.

Good luck with your application.

Safe Embrace celebrates the diversity in our nation, community and staff. We will not discriminate because of race, sex, ethnic or national origin, age, sexual orientation, gender identity, economic status, education, political or religious affiliation, marital status or other non-merit factors.
