



Executive Assistant

Reporting to and working directly for the CEO and the Chief Operating Officer, the Executive Assistant is responsible for managing and offering direct support functions. Additionally, the position involves working with the staff, NeighborWorks Southern Colorado partners and clients. This is a full-time exempt position.

Job Description

The Executive Assistant plays a central role in the organization as they are responsible for the majority of first contact with NeighborWorks Southern Colorado partners and clients, which, requires dynamic and positive customer service skills. The purpose of this position is to support management in daily needs, tasks and communications. The Executive Assistant position requires excellent analytical, interpersonal, organizational, and writing skills and the ability to exercise extensive discretion and independent judgement.

Responsibilities

(Include but not limited to)

Community Relations and Customer Service

- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- Maintaining comprehensive and accurate records
- Performing minor accounting duties
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
- Answering phone calls in a polite and professional manner
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
- Handle routine complaints and inquiries; provide company information to callers as well as information on programs provided by other human service agencies.
- Ensure the completion and success of NeighborWorks Southern Colorado's community engagement and volunteer events.
- Manage volunteer recruitment and continued engagement.
- Manage relationships with community organizations, local business and volunteers.
- Promote, support, manage activities, and track progress toward goals:
 - Monthly Newsletters
 - Website development
 - Food access initiatives

Marketing and Communications

- Help to produce monthly newsletters and an annual report.
- Ensure social media is updated daily with quality communications and www.nwsoco.org is kept up to date, highlighting current events and programs



- Identify partnership and funding opportunities and promote relationship-building among NeighborWorks Southern Colorado and other organizations, agencies and/or individuals

Other

- Seek out and complete applicable training when required for performance.
- May perform additional duties of similar or related nature as assigned.
- Some travel for training may be required

Qualifications:

- A minimum of 2 years of experience and/or a bachelor's degree preferred.
- Knowledge of the NeighborWorks of America organization and the purpose/function of neighborhood reinvestment programs preferred.
- The ability to work productively in a fast-paced and sometimes high stress environment.
- The ability to analyze complex situations and provide viable solutions
- The ability to think creatively and introduce new ideas and programs that align with the organizational mission and will create more the visibility and funding for the organization.
- High level of verbal, written and electronic communication skills.
- The ability to jump from task to task, prioritize and multi-task effectively.
- The ability to communicate professionally with press and community contacts.
- Organized and self-motivated to keep up with daily responsibilities as well as special projects.
- Professional Demeanor

General Terms Applicable to This Position

Employed at Will. This job position is at-will, meaning that either the employee or the Company may terminate the employment relationship at any time, with or without cause or prior notice.

Not a Contract. This job description is not a contract of employment and is subject to change by the Company at any time without prior notice to employee.

Duties Not Inclusive. The duties listed above are examples of essential functions of the job position but are not all-inclusive. The Company may require the employee to perform additional duties not listed and may modify the duties listed. Reliable attendance is an essential duty of this position.

Handbook. The Employee Handbook contains important guidelines regarding employment with the Company that apply to employee. Employee is responsible for reading and abiding by the Employee Handbook guidelines, which Handbook may be modified from time to time by the Company.

Reliability. This position requires that the person be reliable in terms of attendance. This is essential to performing the job satisfactorily.

NeighborWorks Southern Colorado is an Equal Opportunity Employer.