

## Literacy Now Job Description

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**Job Title:** Executive Assistant

**Job Status:** Full-time, Salaried, Non-Exempt

**Reports to:** Chief Executive Officer

**Job Description:** The Executive Assistant reports to the Chief Executive Officer. The EA will also offer assistance to other members of the Senior Leadership Team when needed. This is a dynamic, multi-faceted, and fast-paced position that supports the CEO in carrying out the organizational Vision and Strategic Plan, maintaining organizational culture, donor and partner cultivation, and board engagement.

**Education and Experience Required:** High school diploma, Associate's or Bachelor's degree is a plus. A minimum of 5 years' experience supporting executives. Non-profit experience is a plus.

**Required Skills:** The Executive Assistant will have strong communication (written and verbal), organization, interpersonal, and problem-solving skills, as well as a willingness to be part of a team. Must have **excellent** skills in Microsoft Office products: Word, Excel, Outlook, and PowerPoint. Experience with Salesforce is a plus. Must be flexible and effective in planning, prioritizing and executing tasks in a timely manner, as well as the ability to think creatively. They must also exhibit skills in building & maintaining strong relationships both internally & externally.

**Additional Requirements:** The Executive Assistant must have a passion for making a difference. A valid driver's license, proof of auto insurance, and reliable personal transportation are required, along with the ability to drive to and from various corporate or community meetings and run errands. Ability to carry and/or lift up to 25 pounds.

### General Administrative

- Prepare reports as requested by CEO
- Work with the CEO to effectively manage CEO's time by maintaining calendar and scheduling appointments
- Provide administrative support related to CEO's meetings: preparation and distribution (when applicable) of agendas, PowerPoint slides, marketing info, and reports. Also support with post-meeting notes and follow-up tasks
- Organize meetings, including scheduling, sending reminders, set-up, and organizing refreshments/catering when necessary
- Along with others, perform a variety of ongoing "upkeep" tasks at the Literacy Now Belmont office

### Donor Cultivation and Organizational Culture

- Working with the Program Director, schedule three rounds of Open House events. Assist CEO with correspondence and follow-up with potential and actual attendees, and maintain record of attendees
- Assist CEO with all "thank you" protocols
- Assist CEO with all event guest/donor preparation and follow-up efforts
- Work with the Operations Coordinator to assist CEO in planning and executing staff socials, holiday party, and year-end celebration
- Assist CEO in selecting/ordering/distributing staff and board gifts

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### Board of Directors

- Assist with quarterly board meeting preparation and post-meeting follow-up: scheduling, correspondence, preparation of reports and PowerPoint slides, refreshments, recording and distributing meeting minutes, and Action Items follow-up
- Assist with annual one-on-one board member meetings: scheduling, correspondence, survey responses, and Action Items follow-up
- Assist with new member orientation sessions: scheduling, correspondence, PowerPoint slides, meeting follow-up
- Maintain various board documents (attendance, board terms, Conflict of Interest, board commitment, contact list, etc.)
- Maintain Corporate Minutes Book

### Other General Responsibilities

- Additional duties as assigned
- Be a good role model and always display strong character values and respect for students, parents, coworkers, volunteers, school faculty, and donors.
- Arrive at work on time with a positive attitude and ready to work.
- Attend all meetings and trainings.
- Respect and abide by all policies and procedures set forth by Literacy Now, according to the employee manual.
- Wear appropriate attire – jeans may be worn in the office, but not when attending external meetings or when visiting school sites.

### Safety & Risk Management

- The Executive Assistant should be aware that all information published on a blog or public website (Facebook, etc.) is publicly accessible. You are advised to be mindful that the information you post on the internet will likely be seen by members of the Literacy Now community and could reflect poorly on your character. Therefore, information posted on public websites that reflects poor character values is putting your job at risk.
- Employees may not be alone with or have contact with children they meet in Literacy Now programs outside Literacy Now. This includes babysitting, sleepovers, riding in cars, conversing on the phone via spoken word or text, through online media, or inviting children to their homes

### Work Schedule

The Executive Assistant is a full-time position running year-round. Some nights and weekend hours are required to assist with meetings, programs, events, and fundraising activities. Written approval, from the Chief Executive Officer, must be obtained (at least 1 week in advance) if regular office hours need to be adjusted due to evening and/or weekend events.

By signing below, the Executive Assistant understands and accepts all rules and responsibilities of the job described above.



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Salary Range: \$52,000 – \$55,000.

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Employee

Signature of Employee

Date