



**Position Title:** Executive Assistant

**Accountability:** Executive Director

**FLSA Status:** Non-Exempt

**Status:** Full-Time

**Mission Statement:** To provide trauma-informed services, to advocate for domestic violence survivors and their children, and to promote prevention of domestic violence through community awareness and training.

**Position Summary:** Perform a full range of administrative, executive, and technical support services for the executive director and staff.

**Responsibilities:**

1. Provides administrative and technical support for Sistercare staff.
2. Coordinates the daily administrative functions of the executive director.
3. Manages correspondence, meetings, materials, and mailings for the board of directors.
4. Assists with answering the telephone, delivering accurate messages, and returning calls for the executive director.
5. Assists with cordially greeting and helping individuals coming to the administration office.
6. Prepares internal and external correspondence.
7. Supervises the front desk office assistant.
8. Provides oversight of due dates and deadlines of the executive director and other staff.
9. Assists with gathering information and completing reports and documents as needed for the executive director.
10. Assists with administrative support functions of the organization's annual fundraisers.
11. Purchases and maintains office supplies and equipment for the organization.

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12. Enters donor contact information in agency's financial and fund development databases.
13. Provides phone and IT support.
14. Set-ups and maintains the organization's and employees' e-mail and voice mail.
15. Performs other work responsibilities deemed necessary and requested by the executive director.

**Qualifications:**

- Associate degree, preferably in business administration or a relevant field or equivalent work experience.
- At least three (3) years of high level administrative or executive experience in a busy office setting.
- Must have business writing skills.
- Must be extremely efficient, organized and resourceful.
- Must be flexible and able to function well in a fast-paced environment.
- Must have quality interpersonal skills to deal with many personalities.
- Must have strong decision-making skills, verbal and written communication skills.
- Must pay attention to detail.
- Experience with computer software programs, including Microsoft Word, Excel, Outlook, Publisher and Access.
- Ability to type a minimum of 55 wpm.
- Ability to function professionally on the telephone and in person with the public.
- Possession of a valid South Carolina driver's license, a vehicle to be used for work related travel and vehicle insurance.

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

The noise level in the work environment is usually moderate to loud. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, various forms of technology or controls. The employee must be able to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, run or crawl. The employee must have the ability to follow written and oral instructions and procedures.

The employee must be able to work under regular, moderate levels of stress and must be able to regularly lift and move up to 10 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

\_\_\_\_\_ Date

\_\_\_\_\_ Executive Director Date