



JOB DESCRIPTION EXECUTIVE ASSISTANT

JOB SUMMARY

The Executive Assistant provides administrative support to the President & CEO and the Chief Operating Officer (COO).

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists the President & CEO and the COO with daily operations and special projects of an expanding organization with multiple sites and community stakeholders.
2. Provides general office support to the President & CEO and the COO, including scheduling, correspondence, administrative coordination, and prioritizing to meet deadlines.
3. Supports the AWEE Board of Directors.
 - a. Takes minutes of the Board and Executive Committee meetings.
 - b. Manages communication for the board.
4. Maintains records (paper, electronic, etc.) for agency and President & CEO and the COO.
5. Performs all other duties as assigned by the President & CEO and the COO.

MAJOR REQUIREMENTS

1. Associates Degree and/or five years relevant experience in nonprofit administration.
2. Excellent oral and written communications and experience in dealing with volunteers, donors, supporters, and other external constituencies.
3. Ability to work comfortably under pressure, maintaining confidentiality and professionalism.
4. Exceptional technology skills in contributor databases and Microsoft Office Suites.
5. Strong organizational, communication, and technology skills.
6. Ability to perform successfully with minimal direct supervision.
7. Bilingual English/Spanish preferred.
8. Valid Arizona Driver's License.
9. Current automobile insurance.

ADA Requirements

1. Keyboarding
2. Able to walk up and down stairs to and from clothing closet.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at AWEE will be based on merit, qualifications, and abilities. No person shall be discriminated against because of race, religion, gender, sexual orientation, creed, age, color, marital status, physical handicap or disability, national origin, or veteran status.