



<b>POSITION:</b>	Executive Assistant	<b>REPORTS TO:</b>	Executive Director
<b>CLASSIFICATION:</b>	Full Time –Non Exempt	<b>DEPARTMENT:</b>	Administration

**PRIMARY RESPONSIBILITIES:**

The Executive Assistant to the Executive Director provides administrative and additional support to the Executive Director and Department Directors/Leadership Team. The position involves close interaction with the Leadership Team to coordinate daily operations of the office and requires extensive contact with agency staff, community members, and external agencies. The position provides an excellent opportunity to learn community development and to support and shape the agency’s communications capabilities including the organization’s website and online media presence.

**ESSENTIAL JOB REQUIREMENTS:**

Duties and responsibilities include, but are not limited to the following areas:

- Maintains executive's appointment schedule by planning and scheduling meetings and travel
- Monitor and manage all incoming mail and route all correspondence
- Conserve executive's time by collecting, researching, and analyzing information, drafting letters and documents and initiating communication
- Supervise administrative part-time and/or volunteer employees
- Welcome visitors/guests by greeting them, in person or on the telephone; answering or directing inquiries
- Organize board of directors meetings and maintain all correspondence and materials relating to board and board meetings, including taking meeting minutes
- Manage agency’s website and Social Media content
- Monitor and manage computer and phone systems for Agency
- Act as Spanish/English interpreter and translate documents as required (Kreyol – a plus)
- Excellent interpersonal skills and judgment about when to directly involve the Executive Director
- Assist Directors/Leadership Team members as needed
- Other administrative duties as assigned

**JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:**

The ideal candidate will have demonstrated skills, strong knowledge and experience in the following areas:

- Three years of administrative experience
- Flexibility (multitasking multiple projects and handling quick turnaround assignments)
- A strong writer (proofreading, editing, and composing correspondence)
- Discretion and confidentiality are required
- Excellent computer skills (proficient in Microsoft office)
- Detail-oriented (managing multi deadlines and the Executive Director’s busy schedule)
- Initiative, drive, and a self - starter
- Minimum of an Associate Degree from an accredited college, BA preferred

**COMPESATION:**

Competitive salary. Benefits include: company paid health-insurance, annual leave, sick leave, long-term disability insurance, life-insurance, low-cost employee-paid dental plan, and employer contribution to a 403-B retirement plan is offered after one year of employment.

Please send cover letter and resume to Ms. **Vivian Nesmith at: VNesmith@ccfcfl.org**. Any submission without both items will not be accepted. No phone inquiries will be accepted. CCFC is an Equal Opportunity Employer.