



Executive Assistant – Job Description

POSITION TITLE: Executive Assistant

REPORTS TO: Executive Director

STATUS: Part Time – 10-15 hours per week

JOB SUMMARY: This position is supervised by the Executive Director of Columbus Area United Way. This position will provide for office relations and maintenance as well as assist CAUW team members with administrative tasks, projects and duties which include but not limited to Duck Race, Campaign, Volunteer engagement, and Outreach and Education.

QUALIFICATIONS:

- Required associates and/or bachelor's degree in business management, human services, social services, nonprofit project management or related field preferred.
- Minimum of three (3) years of administrative experience; preferably with a non-profit organization preferred.
- Excellent computer skills including Microsoft Excel and Outlook
- Capable of multitasking in a dynamic, fast-paced office environment.
- High attention to detail, data, and strong written and verbal communication skills.
- Ability to collaborate with diverse stakeholders, including staff, partner agencies, Board of Directors, funders, and donors.
- Must have an initiative-taking, cheerful outlook, and ability to problem solve, attend to details, and work in a growth-oriented environment.

PERFORMANCE REQUIREMENTS:

I. Administrative:

1. Provide as CAUW contact for administrative elements for direct programs such as Imagination Library, Kindergarten Readiness, Born Learning Trail, Student Health, and others as assigned.
2. Maintain administrative functions for CAUW such as answer phone calls, order office supplies, prepare and update supporting documentation for meetings, events, and funding.
3. Assist with Campaign/Fundraising elements such as mailings, presentations, development of outreach and educational information as well as tasks associated with Annual Duck Race event.
4. Assist with coordination of events such as Annual Meeting, Pacesetter Kick-off, General Campaign launch.
5. Provide as CAUW contact for community volunteer engagement and opportunities to serve at the local level.
6. Support the work of all CAUW team members based on administrative needs as assigned by Executive Director.
7. Perform other duties as directed.

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____