

## JOB DESCRIPTION

<b>Position Title:</b>	Executive Assistant
<b>Reports to:</b>	Executive Director
<b>Status:</b>	Full time, 37.5 hours per week; occasional evening or weekend hours as needed
<b>Salary:</b>	\$38,000
<b>Benefits:</b>	Vacation, holidays, sick days, and personal days, health insurance, and retirement according to the guidelines in Vita's Employment Policy Manual
<b>Summary of job:</b>	The Executive Assistant provides support for the Executive Director

### Responsibilities:

- Supports and works closely with the Executive Director.
- Coordinates Board meetings and calendars.
- Prepares and distributes packets for Board meetings.
- Collaborates with Program Directors, Finance Manager, Development Officer, and other staff to promote the smooth running of programs.
- Serves as COVID-19 Safety Officer.
- Assists the Executive Director in maintaining communications with the Board, partners, and donors.
- Writes and edits letters and reports.
- Assists the Executive Director in researching, writing and monitoring grants.
- Maintains calendars and appointments for the office and the Executive Director.
- Attends meetings with the Executive Director and takes minutes.
- Maintains and manages website content.
- Serves as IT liaison and maintains network security, email, and Zoom accounts.
- Maintains relations with media and seeks opportunities for media coverage in collaboration with the Development Officer.
- Writes newsletters, the annual report, articles, and press releases in collaboration with the Development Officer.
- Checks local papers and news outlets daily and keeps the Executive Director apprised of issues and events of possible interest or concern to Vita.
- Handles recruitment of students and volunteers and assists with online registrations.
- Assists the Executive Director with office management and systems, including COVID-19 protocols.

- Answers phones and responds to inquiries.
- Negotiates with vendors and liaises with property managers.
- Opens and distributes mail.
- Processes receipts and does banking and entering of deposits.
- Complies with Vita's policies and procedures as specified in the Vita Employment Policy Manual and Vita COVID-19 Safety Plan.
- Executes other responsibilities as assigned.

**Qualifications:**

- Bachelor's degree in communications or similar field.
- Minimum of three years experience in non-profit administration, preferably in an educational setting.
- Ability to establish relationships and network with others, including donors, partners, and representatives from county and state government.
- Willingness and ability to work extended or weekend hours, as needed.
- Ability to meet deadlines.
- Strong written and verbal communication skills.
- Familiarity with using social media.
- Ability to pay attention to details and commitment to accurate record keeping.
- Strong computer skills, including MS Office and Internet.
- Maturity and sensitivity working with diverse populations.

**To apply:**

Contact Mercedes Anderson, Executive Director, at [manderson@vitaeducation.org](mailto:manderson@vitaeducation.org).

Please provide:

- Cover letter
- Resume
- 2 professional references