

## 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>	\$40,000 to \$45,000
<b>Benefits:</b>	Vacation, holidays, sick days, and personal days, health insurance, and retirement according to the guidelines in Vita's Employment Policy Manual

**Summary of job:** The Executive Assistant supports the Executive Director and coordinates office operations

### Responsibilities:

- Supports and works closely with the Executive Director.
- Assists the Executive Director in maintaining communications with the Board, partners, donors, and staff.
- Coordinates Board calendars, and prepares and distributes Board materials.
- Collaborates with Program Directors and staff to promote the smooth running of programs.
- Writes and edits letters and reports.
- Serves as IT liaison and manages website content.
- Handles recruitment of students and volunteers and assists with registration.
- Manages the office and serves as COVID-19 Safety Officer.
- Negotiates with vendors and liaises with property managers.
- Processes purchase orders and receipts and does banking.
- 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 or administrative support certificate.
- Experience in administration.
- Ability to establish relationships and network with others.
- 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, patience, 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