



EXECUTIVE ASSISTANT POSITION POSTING

Division/Department: Administration

Job title: Executive Assistant

Type of position:

- Full-time
- Part-time
- Temporary
- Contractor
- Intern

Hours 40 /week

- Exempt
 - Executive
 - Professional
 - Administrative
- Nonexempt

Reports to:
 President/CEO

Supervises: n/a

General Description:

Serving in a collaborative and supportive capacity, the Executive Assistant provides administrative support and processes information for the President/CEO, the Board of Directors, Committee Chairs and Leadership Team as assigned in a fast paced, professional environment. Performs complex administrative duties that require judgment, tact, strong communication skills (written & verbal) and project management skills in a timely and accurate manner with a high volume of community contact.

Responsibilities:

Provides effective executive and organizational support for President/CEO:

- Performs a liaison function with Board members, committee chairs, Leadership Team and volunteers.
- Assists with preparation of Board & committee agendas, minutes, and meetings assuring packets, contact lists & arrangements are complete, accurate and timely.
- Prepares letters and/or other written materials as requested and in response to correspondence.
- Relays complex instructions and information between the President/CEO and various individuals.
- Handles multiple projects effectively and efficiently.
- Generates timely and accurate materials and reports used to manage friend and fund raising.
- Leads and executes special event planning committees, plans for fundraising and donor development. Provides leadership and creativity to develop successful special events and projects for fundraising efforts
- Coordinates the development and implementation of all marketing and public relations to increase visibility of YWCA.
- Maintains & provides regular reports and information regarding the status of events and giving.

Coordinates public relations and media contacts for the advancement of the YWCA mission and programs:

- Assists President/CEO & Leadership Team with marketing and community relations by receiving and preparing materials for numerous communication avenues.
- Prepares and issues press releases, advertisements and notices in all forms of media.
- Designs promotional materials.
- Maintains the YWCA of Corpus Christi website and social media avenues.

Provides professional support by performing other responsibilities and duties as assigned.

Work Experience**Requirements:**

- Three years of progressively responsible executive assistant experience in a fast-paced professional environment.

Preferred:

- Five years progressively responsible executive assistant experience
- Two years non-profit experience

Education Requirements**Requirements:**

- 60 or more college hours or certificate in Executive Assistant

Preferred:

- Bachelor's Degree in Communication, Marketing, Public Relations, Journalism or related field.

Additional Skills**Requirements:**

- Proficiency with MS Office
- Excellent oral, written & social media communication skills with variety of audiences
- Ability to meet and address the public and meet deadlines
- Ability to follow complex instructions
- Self-directed with strong organizational and multitasking skills
- Strong team player.

Additional Requirements

- Ability to use own personal vehicle, have a valid Texas driver's license, or ability to attain one within two days of employment, good verifiable driving record, 25 years or older for YWCA insurance compliance allowing the organization to carry the minimum state liability insurance.
- Ability to walk, bend, stoop, twist at the waist, reach, climb stairs and lift a minimum of 30 pounds.

To apply, submit application, resume & 2 Letters of Reference from past supervisors to:

YWCA Administrative Office
4601 Corona, Corpus Christi, TX 78411
361-857-5661 ext. 104; 361-857-0254 (fax)
ywacc@ywacc.org