



# 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.

**Performance Expectations:**

**Provides effective executive support:**

- 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.

**Provides executive and organizational support for President/CEO:**

- 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.

**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.
- Generates timely and professional materials including reports utilized by staff and volunteers in managing friend raising and fund raising.
- Maintains the YWCA of Corpus Christi website and social media avenues.

**Provides executive support in grant design, writing and reporting:**

- Researches and follow thru on possible grant opportunities for YWCA.
- Maintains annual grants calendar of due dates, prior submissions & responses.
- Drafts grant requests and gathers support documents.
- Submits grant requests with President/CEO input/approval.

**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.

**Preferred:** Experience with main stream fund development (i.e., EveryAction, GiveSmart, Donor Perfect, Graduway, Bloomerang) and Corel & Adobe graphics software.

**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)

[ywcacc@ywcacc.org](mailto:ywcacc@ywcacc.org)