



Community Action Partnership Position Description

EXECUTIVE ADMINISTRATIVE ASSISTANT

SUMMARY

Under the immediate supervision of the Chief Executive Officer and Senior Vice President, the Executive Administrative Assistant will perform a variety of administrative tasks and provide support to the senior level executives. The Assistant will also assist with board support, member services, events, and other project activities across a range of the Partnership's grants and membership support activities.

This is a full-time position with benefits including vacation/sick/personal time, health insurance, and matching retirement savings plan. The salary for this position is \$45,000-\$50,000. This position is based in Washington, DC at the Partnership office.

The Community Action Partnership is the national hub that links the nation's 1,000+ Community Action Agencies to each other – and to leaders looking for solutions that connect Americans to greater opportunity. The nation's Community Action Agencies are a robust, state and local force – reaching children and families in 99% of America's counties with life-changing services, from early childhood education to job training to services for seniors.

TO APPLY: Send cover letter and resume to jobs@communityactionpartnership.com.
Include "Executive Administrative Assistant" in the Subject Line of the email.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Managing the Chief Executive Officer and Senior Vice President's calendar and expense reports
- Routing fiscal, including check register and tracking/recording of expenses for Chief Executive Officer and Senior Vice President
- Providing support for Board of Directors meetings, under the direction of the Chief Executive Officer and Senior Vice President, including meeting preparation, logistics, and the recording of minutes
- Coordinate meetings, conference calls, and web meetings
- Recording and archiving minutes for various internal and external meetings, including Board meetings
- Assisting with database management and member mailings
- Act as key point of contact for network partners and Board members
- Developing and proofreading communication materials
- Providing general clerical support including filing, mailing, scanning, faxing and copying

- Assisting with website, social media, and general communications coordination and implementation
- Conducting internet research
- Preparing reports, presentations, and financial data summaries
- Acting as liaison with vendors as needed (phone, copier, fax, postage, IT), in coordination with the Administration Director
- Maintain agency confidentiality
- Other duties as assigned by the Chief Executive Officer and Senior Vice President

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities associated with this position.

QUALIFICATIONS

- At least 2 years of experience in an administration or operations role for nonprofits or associations with increasing responsibility
- Experience supporting an agency Chief Executive Officer
- Excellent MS Office knowledge
- Experience using WebEx, Go To Meeting, Adobe Connect, or other online meeting platform
- Excellent oral, written, and group communication skills.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Commitment to high ethical practices.
- Ability to think creatively and be a key contributor to Partnership goals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air to attend training, conferences, project sites, and related activities.
- Regular overnight, out of state travel is required approximately 10% of the time.