



## Executive Administrator Job Details

**REPORTS TO:** Executive Director

**FLSA:** Exempt

### **PRIMARY FUNCTION/POSITION SUMMARY**

Perform a wide range of administrative and support activities for the Executive Director, staff, and Board of Directors to assist with the efficient operation of the organization to enhance community awareness and comprehension of The Helm.

### **MAJOR RESPONSIBILITIES/PRINCIPAL ACCOUNTABILITIES**

- Act as Board of Directors secretary. Make logistical, technical, and catering arrangements for all meetings; notify trustees of all meetings; prepare reports and materials for distribution; record and prepare meeting minutes; prepare Board of Directors reports.
- Act as a project manager with the Executive Director (ED). Assist in the preparation of strategic communications, organizational strategy, and all other special projects as assigned; prepare and edit correspondence, presentations, reports, and memos for the ED; prepare complex confidential information such as documents, reports, charts, and graphs using a variety of software; perform independent research and prepare information for special projects.
- Act as a valuable resource and support hub for the organization. Provide corporate calendar management, prioritizing inquiries and requests, troubleshoot conflicts with little guidance, and make judgments and recommendations to ensure smooth day-to-day engagements; maintain quality filing and communications systems; manage supply acquisition and distribution; participate in ongoing quality monitoring and process improvement activities related to services; regularly attend staff meetings and required events.
- Collaborate in devising and executing operational initiatives and programming aimed at fostering equity, diversity, inclusion, belonging, and accessibility throughout the organization, upholding rigorous confidentiality standards of all information.
- Foster an inclusive environment across the organization by enhancing conflict resolution skills and addressing microaggressions; promote better relationships, understanding diverse attitudes and values; encourage compassionate and empathetic communication through speaking and listening.
- Demonstrate self-awareness, self-management, social awareness, and relationship management in daily interactions. Openly and respectfully express opinions and ideas with team members. Provide and accept constructive feedback and coaching.
- Other duties as assigned.

## Job Description Continued

### REQUIRED EDUCATION AND QUALIFICATIONS

- Five years of experience in executive administration or operations, preferably in the nonprofit sector
- Strong interpersonal skills, the ability to take initiative, multi-task, be a team player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent communication skills, both verbal and written
- Demonstrated analytical skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Excellent working knowledge of Microsoft Office Suite and Teams; graphics experience (Canva, Adobe, etc.) a plus
- Ability to handle sensitive and confidential situations with diplomacy

### PREFERRED QUALIFICATIONS

- **Innovative:** Consistently introduces new ideas and demonstrates original thinking.
- **Dedicated:** Committed to a task or purpose, demonstrating unwavering loyalty and integrity.
- **Team Player:** Collaborates effectively as a valuable member of a group.
- **Ability to make an impact:** Driven by the desire to excel and contribute significantly to the success of a project or organization, aiming for tangible and meaningful outcomes.
- **Self-Starter:** Motivated to perform autonomously, demonstrating the ability to initiate and excel without external assistance.

### ADDITIONAL ELIGIBILITY QUALIFICATIONS

Must pass required state and federal background checks.

### BENEFITS & WAGES

This is a full-time, on-site, exempt position with a salary range of \$45,000-\$55,000. The Helm Life Center offers a comprehensive benefits package.

### HOW TO APPLY

Email resume with cover letter to [ksiddall@helmlife.org](mailto:ksiddall@helmlife.org).