



Executive Assistant – Job Description

POSITION TITLE: Executive Assistant

REPORTS TO: Executive Director

STATUS: Full Time – 32 (+) Hours per week

JOB SUMMARY: This position is supervised by the Executive Director of Columbus Area United Way and will aid in the operations and support of CAUW Campaign, programming, and community collaboration efforts. This position will provide for office relations and maintenance as well as assist CAUW team members with administrative tasks, projects and duties which include but not limited to Duck Race, Campaign, Volunteer engagement, and Outreach and Education.

QUALIFICATIONS:

- Required associates and/or bachelor’s degree in nonprofit management, business management, administrative, or related field preferred.
- Minimum of three (3) years as executive assistant; preferably with a non-profit organization preferred.
- Excellent computer skills including QuickBooks, EC-Impact, Microsoft Excel, Donation Tracker, and Microsoft 365 including Outlook.
- Capable of multitasking in a dynamic, fast-paced office environment.
- High attention to detail, data, and strong written and verbal communication skills.
- Ability to collaborate with diverse stakeholders, including staff, partner agencies, Board of Directors, funders, and donors.
- Must have initiative-taking, cheerful outlook and ability to problem solve, attend to details, and work in a growth-oriented environment.

PERFORMANCE REQUIREMENTS:

- Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive’s behalf.
- Maintain comprehensive and accurate records for grant reporting, donor contributions and other data.
- Perform minor accounting duties.
- Maintain administrative functions for CAUW such as answering phone calls, ordering office supplies, prepare and update supporting documentation for meetings, events, and funding.
- Assist with Campaign/Fundraising elements such as mailings, presentations, development of outreach and educational information as well as tasks associated with Annual Duck Race event.
- Welcome visitors and identify the purpose of their visit before directing them to the appropriate department.
- Assist with community volunteer engagement and opportunities to serve at the local level.
- Support the work of all CAUW team members based on administrative needs as assigned by Executive Director.
- Perform other duties as directed.

Staff Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____