



Executive Assistant Job Description

Job Summary: The Executive Assistant (EA) works with the Leadership Team at the Advocates of Lake County (ALC) to implement and manage mission-driven work. The Executive Assistant organizes and coordinates executive leadership initiatives, external relations efforts, and oversees special projects. The Executive Assistant will be required to exercise excellent judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. This position requires a commitment to non-profit best practices, the ability to establish and maintain professional boundaries, strong communication skills, and the acceptance of social and cultural diversity. Part-time, non-exempt, hourly position.

Essential Duties and Responsibilities:

- Complete a comprehensive variety of administrative tasks for ALC Leadership Team including managing multiple active calendars; scheduling travel; handling submissions of invoices; and assisting with events and training activities.
- Organize documents; maintain records; take notes at meetings and perform any other administrative tasks that help the executive Leadership Team perform their jobs.
- Provide a bridge for smooth communication between internal departments; demonstrate leadership to maintain credibility, trust and support with senior management staff.
- Manage a variety of special projects, some of which may have significant organizational impact.
- Prioritize conflicting necessities, handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Maintain discretion and confidentiality in relationships.
- Other duties as assigned.

Preferred Qualifications

- Commitment to the Advocates of Lake County's mission and strong alignment with ALC's organizational values including diversity, equity, and inclusion.
- Enthusiasm for contributing to a working environment which is mission-driven, results-driven and community oriented.
- High level of organization; impeccable attention to detail; proactive approach to problem-solving.
- Ability to meet deadlines and handle multiple, competing priorities.
- Experience handling confidential information with a high degree of discretion.
- Ability to work both independently and collaboratively.

- Experience with Quickbooks, Microsoft Office, Adobe or the capacity to quickly learn.

At ALC, we believe valuable experience comes in many forms. If your background does not match everything we have listed in the job description, we still encourage you to apply and tell us why your skills and experience could support our work to further the ALC mission.

We seek to build an organization that truly embodies the diverse experiences of our Lake County. We strongly encourage applications from people of color; immigrant, bilingual, and multicultural individuals; people with disabilities; members of the LGBTQ+ community; and people with other diverse backgrounds and lived experiences.

Physical Demands and Working Conditions

The majority of the work is performed in a general office setting. The job requires the capability of working at a personal computer for extended periods. This position will be based in the ALC administrative office in Leadville, CO and requires in-office presence at least two (2) days per week. Additional in-office days may be required during busier times of the year.

The working conditions described above are representative of those for an employee to successfully perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary functions of the role. ALC is an Equal Opportunity/Affirmative Action Employer.

Career Track

This position is grant funded and dependent upon ongoing grant funding. The majority of the current grant funding for this position is currently scheduled to end in October 2025, though ALC expects the funding will continue indefinitely as this funding has been continually renewed for forty years.

Compensation

Hourly pay of \$25/hour. Partial reimbursement of health insurance on ALC's ICHRA platform, employer-paid retirement plan, competitive paid time off policy in addition to 11 paid holidays/year.

To Apply:

Please submit your resume and cover letter expressing your specific interests to Jenny Abbott, Executive Director, at jenny@advocatesoflakecounty.org. Please include "Executive Assistant" in the subject line. Priority consideration will be given to applications received by Friday, January 13, 2023. The job posting will stay open until the position is filled.