Positive Tomorrows
Executive Assistant

Positive Tomorrows, a private school and social service agency meeting the needs of homeless children, seeks an Executive Assistant. The Executive Assistant provides support to the President and Development dept., ensuring efficient and timely operations of the administrative, volunteer and fundraising functions to support and enhance the work of the organization as outlined in the Purpose Statement, Mission Statement and Strategic Plan. The Executive Assistant maintains communication with the board of directors and other VIP’s. He or she also serves as primary liaison with the contract accountant, audit firm, contract IT administrator and other vendors.

Essential Duties and Responsibilities are:

- Provides administrative support to the President and Development staff; anticipates needs, schedules appointments, manages correspondence, etc. Serve as Notary Public.
- Also backup telephone and mail support; other duties as requested.
- Serves as primary liaison in communicating with the board of directors, prepares board and committee meetings, keeps records such as minutes, director files, financial documents, etc.
- Serves as liaison with contract accounting firm and audit firm.
- Provides exports and financial reports from eTapestry database for accounting firm.
- Staffs board finance committee, governance committee, and others as assigned.
- Maintains important organization records, such as financial data, policies, administrative procedures, contracts.
- Administers human resources functions. Manages the following areas: compensation and benefits administration, employment and compliance to regulatory concerns regarding employees, employee training, policy development and documentation, charitable giving, etc.
- Serves as administrative liaison with contract IT technician, tracks hardware resources and informs administration of needs, trains staff or recommends training as needed.
- Serve as AmeriCorps site supervisor; processing paperwork & tracking hours.
- Serves as the scheduling contact for tours and speaking engagements; primary United Way contact.
- Prepares and performs electronic deposits; prepares deposits for President to deliver to bank as required
- Provides back-up duties for receptionist; answering phones over lunch, etc.
- Provides back-up for Donor Relations Coordinator as requested.
- Takes minutes and provides support for Leadership Team

Personal characteristics required include the ability to work in confidential matters, ability to work as a team, attention to detail, and skill in managing multiple tasks. The position is an hourly-paid position. Experience in office administration and/or HR is preferred.

To apply, email cover letter and resume to info@positivetomorrows.org.